

**NINETEENTH ANNUAL REPORT
CIVIL SERVICE COMMISSION
CITY OF CHICAGO—YEAR 1913**

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Organization of the Commission—
Former Civil Service Commissioners
—Report of the Commission to the
Mayor—Civil Service Law Construed
—Report of the Secretary to the
Commission—Civil Service Act—Civil
Service Rules—Regulations.



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R. A. WIDDOWSON,
Secretary.



Organization of the Commission—
Former Civil Service Commissioners
—Report of the Commission to the
Mayor—Report of Secretary to the
Commission—Civil Service Act—Civil
Service Rules—Regulations.

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ORGANIZATION OF THE COMMISSION

H. M. CAMPBELL, President . . Term expires July 1,
1914
3204 Sheridan Road

ELTON LOWER Term expires July 1,
1915
921 Castlewood Terrace.

J. J. FLYNN Term expires July 1,
1916
1451 W. Garfield Blvd.

R. A. WIDDOWSON, Secretary,
3716 Lake Ave.

FORMER CIVIL SERVICE COMMISSIONERS

| NAME. | PERIOD OF SERVICE. |
|--------------------|--------------------------------------|
| JOHN M. CARK . . | From July 1, 1895, to May 3, 1897 |
| ROBERT A. WALLER . | From July 1, 1895, to May 3, 1897 |
| CHRISTOPH HOTZ . . | From July 1, 1895, to May 3, 1897 |
| ADOLPH KRAUS . . | From May 3, 1897, to Feb. 15, 1898 |
| DUDLEY WINSTON . | From May 3, 1897, to Apr. 11, 1898 |
| HEMPSTEAD WASHBURN | From May 3, 1897, to Mar. 30, 1898 |
| ROBERT LINDBLOM . | From Feb. 15, 1898, to July 9, 1902 |
| ADOLPH GARTZ . . | From Mar. 30, 1898, to July 1, 1898 |
| EDWARD CARROLL . . | From April 28, 1898, to May 5, 1900 |
| JOHN W. LUDWIG . | From July 1, 1898, to Dec. 10, 1900 |
| JOHN W. ELA . . | From May 5, 1900, to Dec. 17, 1902 |
| JOSEPH POWELL . . | From Dec. 10, 1900, to May 4, 1907 |
| CHRISTIAN MEIER . | From July 9, 1902, to July 7, 1905 |
| JULIAN W. MACK . . | From Jan. 7, 1903, to May 15, 1903 |
| JOSEPH W. ERRANT . | From May 15, 1903, to July 9, 1906 |
| WILLIAM PRENTISS . | From July 7, 1905, to May 4, 1907 |
| FRANK WENTER . . | From July 9, 1906, to May 4, 1907 |
| ZINA R. CARTER . . | From May 4, 1907, to Mar. 17, 1908 |
| M. L. MCKINLEY . | From May 4, 1907, to Apr. 17, 1911 |
| H. D. FARGO . . . | From Mar. 17, 1908, to Apr. 17, 1911 |

NINETEENTH ANNUAL REPORT CIVIL SERVICE COMMISSION CITY OF CHICAGO—YEAR 1913

January 15, 1914.

Hon. Carter H. Harrison, Mayor, City of Chicago.

Dear Sir:—The great advance in civil service administration noted in this Commission's report of January 15, 1913, has been followed by further standardization of duties and salaries.

COMPENSATION OF CITY EMPLOYEES.

The ordinance of the City Council regarding uniform salaries passed July 15, 1912, was adhered to strictly in the preparation of the 1913 and 1914 budget. This ordinance has been supplemented by the following rules regarding salary advancements within civil service groups, adopted by the Finance Committee December 15, 1913, as a result of the recommendations of the commission:

1. No advancement of salaries shall be made otherwise than upon a basis of seniority and efficiency as established by the records of the Civil Service Commission.
2. No advancement of salaries shall be provided for in the budget of 1914 except where the eligibility as established by the rules and records of the Civil Service Commission shall have obtained prior to February 1, 1914, one exception to this rule being allowable, namely, in cases of Grade III of the clerical service, where employes enter at \$840, in all of which provision shall be made for advancement to \$960 where all other requirements as to eligibility obtain.
3. No advancement from group to group shall be made where the service in the department or bureau has been less than three months immediately preceding the request.
4. No advancement of salaries shall be made where the average net efficiency mark, as shown by the records of the Civil Service Commission for the six months immediately preceding the request, has been less than 75 per cent., or, being between 75 and 80 per cent., the work of

the position is not considered, upon investigation by the Civil Service Commission, worthy of the advance.

5. No advancement of salary shall be made beyond an existing grade for the performance of the same duties; but only in case of increased duties or responsibility which shall involve a change of position.
6. For positions wherein the employe is receiving less than the amount appropriated for his position in 1913, but shall become eligible for advancement during the year 1914, the salaries included in the 1913 appropriation ordinance will be made to conform to the salary to be paid in 1914, and any salaries above these amounts which cannot be paid during 1914 shall not be included in the 1914 appropriation ordinance.
7. No transfers of salary funds shall be permitted after the passage of the annual appropriation, but where emergencies are shown to exist, special appropriation shall be made by the City Council in accordance with the statute.

The volume of work of the Commission shows a steady increase in all its divisions. A noticeable fact is the close co-operation and harmony which has existed between this office and all other departments of the city government.

MAIN DIVISION.

The work of the main division represents daily examinations, continuous sessions of the Commission in the disposition of questions involved in the employment of a large municipal force, trials, investigations and settlement of complaints, questions of classification, grading and salary, checking of pay-rolls and efficiency work in all departments.

In the past year 226 examinations were held outside of unskilled labor, of which 170 were in the official service and 56 in the skilled labor service, as compared with 183 examinations held in 1912, of which 156 were official service and 27 skilled labor. The record of examinations for 1913 surpassed the records of all previous years, with the exception of 1897, when a large number of examinations were held following the passage of the act in 1895, and in 1907, when thousands of persons took civil service examinations owing to the panic of that year. This information is set forth in detail in the chart accompanying the secretary's report.

Among the more important examinations held were those for patrolman, pipeman and truckman, second deputy superintendent of police, assistant city treasurer, captains, Fire Department, chief engineer, Board of Education, city telephone supervisor, and inspector of moral conditions. In some examinations more than 1,200 applicants took the tests.

During the year 9,500 applications were filed for original entrance

examinations and 2,553 persons in the service registered in examinations for promotion. A total of 4,780 persons took the original mental tests, 2,320 passing successfully, while 1,892 took the promotion tests, 945 of whom passed.

There was an increase in the number of charges filed against city employes as compared with 1912. This statement applies to both Police and Fire Departments, as well as the miscellaneous service.

Details of the examination work, records and statistical tables governing the same, with other information, will be found in the secretary's report.

EFFICIENCY DIVISION.

Annual Budget.

Representatives of the division have assisted the chairman of the Finance Committee and the City Comptroller in passing upon salary items in departmental estimates for 1914 and will, as heretofore, assist in determining such questions in the 1914 budget.

Bureau of Streets.

On April 2, 1913, the City Council passed the following order:

Ordered, That the Commissioner of Public Works be and he is hereby directed to make a thorough investigation in conjunction with the Efficiency Division of the Civil Service Commission and report to this Council on a comprehensive and scientific method of the collection of garbage, ashes and miscellaneous waste, together with recommendations in the premises.

Supplementing this, the Commissioner of Public Works, in a communication to this Commission, under date of May 3, 1913, among other things said:

I request the co-operation of the Commission in this regard and the assignment to the work of such members of the Efficiency Division as are available.

At this time, in view of the fact that the Efficiency Division has been at work in the Bureau of Streets since last July and is now at work thereon, I would suggest that the work comprehend all of the activities of the Bureau of Streets, including their relationship to the activities of the other bureaus of the department and other departments of the city government.

This latter suggestion is made in order that the Council request may be better complied with and the Bureau of Streets receive the benefit of a complete study of its needs.

It is also important at this time to take up the expenditure of ward appropriations adopted by the City

Council, based upon the report of your Commission, and to give consideration to the Efficiency Division's recommendations regarding the distribution of the wheel tax fund.

Resulting from this order and the communication of the Commissioner of Public Works, a committee designated as the technical board (streets) was appointed, consisting of three ranking officers of the Bureau of Streets and three members of the Efficiency Division staff.

Under the direction of this board, and with the co-operation of the Commissioner of Public Works and the Civil Service Commission, schedules for uniform service throughout the city for street and alley cleaning and garbage and refuse removal were prepared and installed. The activities of the technical board and the Efficiency Division extended to a study of the equipment, facilities and methods of the Bureau of Streets, and on October 13, 1913, as a result thereof, the Commissioner of Public Works and the Civil Service Commission submitted a report to the Mayor and the City Council in accordance with the order of April 2, 1913. This report contains 49 recommendations for improved service throughout the city, many of which are already in force or are awaiting Council action as to appropriations.

As an appendix to this report the Efficiency Division submitted a separate report containing 28 recommendations, many of which cannot be adopted without changes in existing laws and ordinances.

Commission on City Expenditures.

On July 21, 1913, the City Council passed the following order (the preamble being omitted):

Ordered, That the Committee on Finance appoint a subcommittee to consist of three members of said committee and Alderman Merriam, which shall act during the entire year in concert with the Efficiency Division of the Civil Service Commission in supervising the various departments of the city government; and it is

Ordered further, That said subcommittee, in connection with the said Efficiency Division, shall particularly consider the organization, personnel, functions and activities of each department, its methods of financing, accounting and procedure, the control of men, supplies, materials and systems, its discipline and equipment, the segregation of accounts, services, benefits and claims, and its buildings, plants and equipment, with a view to determining existing defects capable of being practically remedied under existing law; to devise remedies and to assist in the installing of corrective measures.

The commission as finally organized consists of Alderman Holding, chairman, and Alderman Richert and the Civil Service Commis-

sion as members, the Civil Service Commission, however, having but one vote on any contested question.

Francis D. Hanna is the secretary.

At the outset it was unanimously agreed that the place to start the investigation contemplated by the Council resolution was in the Bureau of Streets, and that the joint report of the Commissioner of Public Works and the Civil Service Commission be made a basis, supplemented by the services of such recognized experts as might be desired. Public hearings and executive sessions have been held, and Richard T. Fox secured as an expert on street work.

The activities of the Bureau of Streets not covered by the investigation of the technical board and the Efficiency Division, namely, contracts, accounting and public utility inspection, are being covered by the staff of the expenditures commission.

City Waste Commission.

The City Waste Commission appointed by Council order of October 6, and the experts selected by it, are availing themselves of the assistance of the division and the data collected by it in the Bureau of Streets investigation.

Police Department.

Through the Commission the division throughout the year has assisted in carrying into effect the reorganization ordinance of December 31, 1912, and is now working with a subcommittee of the Committee on Schools, Fire, Police and Civil Service in connection with a plan to reduce the number of police precincts and provide the city with new and modern police stations.

Fire Department.

At the request of the Bureau of Fire Prevention and Public Safety there is now under completion a study of ordinances which are resulting in a conflict of jurisdiction and an overlapping of authority and responsibility as between that bureau and the Building and Health Departments.

At the request of the Council Committee on Schools, Fire, Police and Civil Service, the division is assisting in an inspection of all fire stations in the city and a general study of the department with a view to recommendations for a possible reorganization thereof, the erection of new and modern stations and the purchase of modern equipment.

Board of Education.

November 11, 1912, the Board of Education requested the Civil Service Commission to assign the division to a study of the compensation paid the engineering and janitor service in the public schools. Formal report thereon was made September 20, 1913. In addition the board has requested the division to make a study of its Bureau of Architecture and its office, clerical and supply organizations, with

a view to suggesting improvements therein. This work is now under way.

In addition assistance was given in the preparation of the board's 1913 budget and work is now being done on the 1914 budget.

Bureau of Engineering—Water Pipe Extension Division.

At the request of the Commissioner of Public Works an exhaustive study has been made of the functions, activities and expenditures of the Division of Water Pipe Extension. Apparent faults of organization, administration and accounting have been disclosed, but final decision is being withheld pending explanations of employees apparently responsible. The investigation has resulted in a decided stiffening of discipline in the division.

In the Bureau of Engineering as a whole a general check has been kept on the work of the bureau.

City Collector's Office.

At the request of the City Collector investigation was made of certain wholesale malt liquor dealers escaping the payment of just license fees. It is expected that this will result in an appreciable increase in the revenues of the city. The same was done in the matter of wheel tax collection.

Bureau of Water—Department of Public Works.

At the request of department and bureau heads to the Commission the division has continued its work in the Bureau of Water with a view to increasing the individual efficiency of certain classes of employees, especially readers and rate takers.

Department of Smoke Inspection.

To a small extent the division assisted in the investigation of this department in co-operation with the department head and the Corporation Counsel, leading to the elimination of incompetent and corrupt employees.

Municipal Tuberculosis Sanitarium.

The Commission proposed and the Efficiency Division prepared an order covering grades, titles and salaries of employees in the Municipal Tuberculosis Sanitarium. The order was submitted to and passed by the directors of the Municipal Tuberculosis Sanitarium on February 5, 1913.

Individual Efficiency Records.

The work of checking for each month the individual efficiency of employees in departments other than Police and Fire has continued as heretofore, and further definite standards were prepared for measuring the efficiency of employees.

Co-operation.

A noticeable feature of the Commission's efficiency work during 1913 has been the co-operation, support and hearty accord of the administration, City Council, department heads and employes generally. The granting by the City Council of a capital account of \$5,000 and the financial support and assistance of departments and the Board of Education have made possible a greatly increased field of action.

The Efficiency Division of the Commission acts as a co-ordinating force within the city government, and through loyal support and assistance has been able to make some headway. It might be pertinently suggested that the time is now ripe to consider the question of a permanent department of the city government, separate and apart from the Civil Service Commission acting under the direct supervision of the mayor, charged not only with a check upon the individual and group efficiency as applied to employes, but to the elimination of waste and the co-ordination of the activities of all other departments.

Respectfully submitted,

CIVIL SERVICE COMMISSION,

City of Chicago.

H. M. CAMPBELL,

ELTON LOWER,

JOHN J. FLYNN,

Commissioners.

REPORT OF THE SECRETARY AND CHIEF EXAMINER—WORK METHODS AND ORGANIZATION

To the Civil Service Commission, City of Chicago.

Gentlemen:—Herewith I submit my annual report as Chief Examiner and Secretary for the year 1913, including statistical tables of the work of the Commission. These tables show a notable increase in the number of examinations held, number of persons certified and the volume of work generally.

In addition to the general work of examinations, a statement of which has been furnished for the annual report of the commission, many practical tests for skilled labor positions were held in 1913, consisting of work at the bench, the forge or in the work shop. Further details of examinations will be found in the tables.

At the request of Mr. Henry E. Legler, Librarian, the Chicago Public Library has been furnished with copies of questions used in old examinations and these have been of great service to applicants who wished to consult them.

Division of Medical and Physical Examinations.

In keeping with the necessity for the scientific selection of persons for employment in the city service, the work of this division for the year continued to show an increase in volume, and the effect of the Commission's rigid adherence to its adopted standards for all medical and physical examinations was shown in the higher quality of candidates secured in this way for positions in the city service.

Individual medical examinations to the number of 7,345, and 4,636 physical, were made during the year. The total number of applicants rejected as physically unfit for the positions they sought during the year was 2,059. There were also examined 2,357 unskilled laborers, of whom 402 were found unfit for employment by the city and rejected.

Labor Division.

Twelve examinations for unskilled labor were held during the year 1913, for which 3,037 applicants registered, and 2,357 were examined. The number of men certified to the Bureau of Streets was 2,665, and 1,710 were certified to other bureaus and departments.

Division of Records.

This division shows a steady increase in volume of work performed. During 1913 there were received and entered 22,313 reports in connection with municipal employment involving certifications, lay-offs, discharges, transfers, waivers, leaves of absence, salary changes, etc., as compared with 19,297 in 1912, and 15,813 in 1911. Certifications in all branches of the service except unskilled labor numbered 3,456, as compared with 2,332 in 1912, and reinstatements 1,013 as compared with 938 in 1912.

The work of the Records Division has been greatly aided by the Efficiency Division, which during the year passed on 1,670 reports of departments regarding the status of employes in the classified service. The division also assisted in the preparation of examinations on technical subjects.

Following are the statistical tables for the year:

TABLE NO. 1—ORIGINAL ENTRANCE EXAMINATIONS, ALL CLASSES EXCEPT SKILLED LABOR, IN ORDER HELD.

| EXAMINATIONS | Number Examined | | Number Passed | | Education of those who Passed | | | Nativity of those Passed | |
|---|-----------------|--------|---------------|--------|-------------------------------|------|-------|--------------------------|---------|
| | Male | Female | Male | Female | Com. | High | Coll. | U. S. | Foreign |
| Field nurses, Gr. II (M. T. San.)..... | | 37 | | 24 | | 19 | 5 | 22 | 2 |
| Chief engr., Gr. III (Bd. of Ed.)..... | 13 | | 0 | | | | | | |
| Engineer water works design, Gr. IV.... | 3 | | 0 | | | | | | |
| Junior examiner of efficiency, Gr. II.... | 5 | | 5 | | | | 5 | 5 | |
| Supervisor of kitchen, Gr. II..... | 6 | | 1 | | 1 | | | 1 | |
| Sanborn map expert, Gr. III..... | 6 | | 2 | | | | 2 | 1 | 1 |
| Junior stenographer, Gr. III..... | 28 | 22 | 18 | 15 | 10 | 23 | | 33 | |
| Examiner of efficiency, Gr. III..... | 12 | 0 | 4 | | | | 4 | 4 | |
| Fire prevention engineer, Gr. II..... | 8 | | 2 | | | | 2 | 2 | |
| Field nurses, Gr. II..... | | 36 | | 13 | | 13 | | 13 | |
| Second deputy supt. of police, Gr. V.... | 37 | | 4 | | | 3 | 1 | 4 | |
| Hospital nurse (health dept.), Gr. II.... | | 4 | | 3 | | 3 | | 3 | |
| Asst. fire engineer (fire dept.), Gr. I.... | 27 | | 20 | | 20 | | | 18 | 2 |
| Driver (fire dept.), Gr. I..... | 122 | | 90 | | 90 | | | 85 | 5 |
| Supt. of nurses (health), Gr. II..... | | 9 | | 2 | | 2 | | 2 | |
| Physical instr. (spl. park com.), Gr. I.... | | 34 | | 20 | 2 | 18 | | 20 | |
| Senior bacteriologist, Gr. III..... | 10 | 3 | 5 | 1 | | | 6 | 5 | 1 |
| Building inspector, Gr. III..... | 71 | | 26 | | 16 | 10 | | 23 | 3 |
| Map draftsman, Gr. I..... | 11 | | 7 | | | 6 | 1 | 6 | 1 |
| Senior sanitary chemist, Gr. IV..... | 4 | | 1 | | | | 1 | 1 | |
| Junior sanitary chemist, Gr. II..... | 6 | | 2 | | | | 2 | 2 | |
| Bureau chief of hospitals, baths and lodg- ing houses, Gr. V..... | 10 | | 3 | | | | 3 | 3 | |
| Mason inspector, Gr. II..... | 25 | | 1 | | 1 | | | 1 | |
| Pages (pub. library), Gr. I..... | 52 | | 45 | | 40 | 5 | | 45 | |
| Examiner of printing, Gr. V..... | 17 | | 3 | | 2 | 1 | | 2 | 1 |
| Health officer, Gr. II..... | 82 | 10 | 67 | 5 | | | 72 | 69 | 3 |
| House claim inspector, Gr. II..... | 54 | | 19 | | 13 | 6 | | 19 | |
| Quarantine officer, Gr. II..... | 77 | | 19 | | 3 | 6 | 10 | 18 | 1 |
| Estimator, Gr. II..... | 12 | | 3 | | | | 3 | 3 | |
| Draftsman, Gr. I..... | 14 | | 5 | | | 5 | 1 | 4 | 1 |
| Asst. supt. of sewers, Gr. IV..... | 10 | | 4 | | 1 | 2 | 1 | 4 | |
| License inspector, Gr. II..... | 57 | | 2 | | 1 | 1 | | 2 | |
| Ventilation inspector, Gr. II..... | 22 | | 4 | | 4 | 0 | | 4 | |
| Hospital orderly, Gr. I..... | 20 | | 9 | | 7 | 2 | | 9 | |
| Electrical construction inspector (and conduit inspr.), Gr. III..... | 39 | | 3 | | 2 | 1 | | 3 | |
| Department inspector (police), Gr. V.... | 16 | | 2 | | | 1 | 1 | 2 | |
| Traction inspector, Gr. II..... | 77 | | 11 | | 8 | 3 | | 11 | |
| Asst. city electrician, Gr. IV..... | 32 | | 6 | | | | 6 | 6 | |
| Layout engineer, Gr. II..... | 17 | | 5 | | | | 5 | 4 | 1 |
| Ambulance surgeon, Gr. II..... | 19 | | 9 | | | | 9 | 9 | |
| Playground director (male), Gr. II..... | 17 | | 8 | | 4 | 4 | | 6 | 2 |
| Medical inspector, Gr. II..... | 8 | | 5 | | | | 5 | 5 | |
| Eye, ear, nose & throat spec., Gr. IV.... | 4 | | 2 | | | | 2 | 2 | |
| Foundry pipe inspector, Gr. III..... | 17 | | 4 | | 4 | | | 4 | |
| Interpreter asst. (Mun. Tub. San.) Gr. I.... | 2 | 2 | 1 | 2 | | | 3 | | 3 |
| Medical supt., Gr. IV..... | 7 | | 1 | | | | 1 | 1 | 1 |
| Hoisting engineer, Gr. II..... | 21 | | 9 | | 7 | 2 | 0 | 8 | 1 |
| Mech. design. engineer, Gr. III..... | 7 | | 3 | | | | 3 | 3 | |
| Mech. draftsman, Gr. I..... | 5 | | 1 | | | | 1 | 1 | |
| Elec. inspector, Gr. III..... | 87 | | 13 | | | 2 | 11 | 13 | |
| Elec. draftsman, Gr. I..... | 10 | | 3 | | | | 3 | 3 | |
| Derrick engineer, Gr. V..... | 16 | | 2 | | 2 | | 0 | 2 | |
| Paving brick tester, Gr. III..... | 4 | | 2 | | 2 | | | 2 | |
| Supervisor of construction, Gr. II..... | 3 | | 2 | | | | 2 | | |
| Manager of properties, Gr. IV..... | 18 | | 3 | | | 1 | 2 | 3 | |
| Junior bookkeeper, Gr. III..... | 30 | 3 | 10 | 2 | | 12 | | 12 | |
| Inspector of moral conditions, Gr. V.... | 33 | | 4 | | | 1 | 3 | 4 | |
| Interne, Gr. I..... | 2 | | 1 | | | | 1 | 1 | |
| Steam roller engr., Gr. V..... | 19 | | 13 | | 13 | | | 13 | |
| Junior library asst., Gr. I..... | | 27 | | 10 | | 2 | 8 | 10 | |
| Patrolman, Gr. I..... | 891 | | 505 | | 449 | 56 | | 404 | 45 |
| Engineer draftsman, Gr. II..... | 7 | | 5 | | | | 5 | 4 | 1 |
| Chief oper. engr., Gr. VI (M. Tub. S.)... | 11 | | 1 | | 1 | | | 1 | |

TABLE NO. 1—ORIGINAL ENTRANCE EXAMINATIONS, ALL CLASSES EXCEPT SKILLED LABOR, IN ORDER HELD—Cont'd.

| EXAMINATIONS | Number Examined | | Number Passed | | Education of those who Passed | | | Nativity of those Passed | |
|--|-----------------|--------|---------------|--------|-------------------------------|-------|-------|--------------------------|---------|
| | Male | Female | Male | Female | Com. | High | Coll. | U. S. | Foreign |
| Stationary engineer, Gr. III. | 37 | | 32 | | 32 | | | 29 | 3 |
| Arch. draftsman, Gr. II. | 6 | | 4 | | | | 4 | 4 | |
| Chief engr., bd. of ed., Gr. III. | 24 | | 4 | | | | 4 | 4 | |
| Pilot, Gr. II. | 9 | | 5 | | 5 | | | 5 | 0 |
| Gas tester, Gr. II. | 5 | | 1 | | | 1 | | 1 | |
| Senior clerical exam. effc., Gr. IV. | 14 | 1 | 6 | | | 4 | 2 | 6 | |
| City telephone supervisor, Gr. IV. | 17 | | 5 | | | | 5 | 5 | |
| Telephone inspector, Gr. III. | 44 | | 9 | | 3 | 6 | | 9 | |
| Pipeman and truckman., Gr. I. | 483 | | 338 | | 338 | 0 | | 309 | 29 |
| Subway engineer, Grade IV. | 10 | | 5 | | | | 5 | 5 | |
| Asst. Chief Subway Engineer, Gr. V. | 4 | | 0 | | | | | | |
| Traction inspector, Gr. II. | 69 | | 35 | | 25 | 10 | | 35 | |
| Prin. Acct'g. Invest., Gr. V. | 11 | | 1 | | | 1 | | 1 | |
| Deputy smoke inspector, Gr. II. | 80 | | 45 | | 38 | 7 | | 45 | |
| Matron (house of cor.), Gr. I. | | 44 | | 4 | 3 | 1 | | 3 | 1 |
| Water tender, Gr. I. | 42 | | 22 | | 22 | | | 18 | 4 |
| Laboratory engineer asst., Gr. I. | 19 | | 6 | | | 5 | 1 | 6 | |
| Estimator (elec.), Gr. I. | 13 | | 1 | | | | 1 | 1 | |
| Draftsman, Gr. I. | 19 | | 8 | | | 2 | 6 | 7 | 1 |
| Mech. engr. drafts., Gr. II. | 18 | | 1 | | | | 1 | 1 | |
| Bridge design engr., Gr. II. | 30 | | 13 | | | | 13 | 12 | 1 |
| Elevator inspector, Gr. III. | 13 | | 8 | | 6 | 2 | | 8 | |
| Electrical drafts, Gr. I. | 9 | | 9 | | | | 9 | 9 | |
| Supt. of machinery, Gr. IV. | 31 | | 2 | | | | 2 | 2 | |
| Electrical construction suspr. and conduit inspr., Gr. III. | 27 | | 11 | | 4 | 6 | 1 | 11 | |
| Page's public library, Gr. I. | 20 | | 18 | | 13 | 5 | | 17 | 1 |
| Attending dispensary physician, Gr. IV. | 73 | 8 | 45 | 4 | | | 49 | 47 | 2 |
| Rodman, Gr. II. | 58 | | 35 | | | 2 | 33 | 35 | |
| Junior stenographer (male.), Gr. III. | 65 | 1 | 47 | 1 | 35 | 13 | | 48 | |
| TOTALS. | 3490 | 241 | 1721 | 106 | | | | | |

TABLE NO. 2—ORIGINAL ENTRANCE EXAMINATIONS, SKILLED LABOR, IN ORDER HELD.

| EXAMINATIONS | Number Examined | | Number Passed | Percentage of those Passed | Nativity of those Passed | |
|--|-----------------|--------|---------------|----------------------------|--------------------------|---------|
| | Male | Female | | | U. S. | Foreign |
| Janitors, Gr. I. | 172 | | 85 | 49.42 | 45 | 40 |
| Foreman tree laborers. | 4 | | 4 | 100 | 2 | 1 |
| Tappers, Gr. II. | 36 | | 15 | 41.84 | 10 | 5 |
| Fire telephone operator, Gr. I. | 20 | | 6 | 30 | 6 | |
| Stock handler. | 91 | | 22 | 24.18 | 16 | 6 |
| Cement mixers. | 27 | | 25 | 92.59 | 20 | 5 |
| Photographers, Gr. II. | 17 | | 9 | 52.94 | 6 | 3 |
| Blacksmith, Gr. II. | 22 | | 8 | 36.36 | 7 | 1 |
| Maid, Gr. I. | | 4 | 4 | 100 | 2 | 2 |
| Seamstress, Gr. I. | | 7 | 6 | 85.71 | 5 | 1 |
| Yardman (hospital), Gr. I. | 11 | | 8 | 72.73 | 5 | 3 |
| Foreman Asphalt Plant, Gr. II. | 4 | | 3 | 75 | 3 | |
| Press feeder (police), Gr. I. | 2 | | 2 | 100 | 2 | |
| Core maker, Gr. II. | 11 | | 5 | 45.45 | 3 | 2 |
| Bindery asst., Gr. II. | | 3 | 3 | 100 | 3 | |
| Sign painter, Gr. II. | 5 | | 5 | 100 | 3 | 2 |
| Brass molder, Gr. II. | 10 | | 6 | 60 | 5 | 1 |
| Boiler washer, Gr. II. | 44 | | 12 | 27.27 | 9 | 3 |
| Scale repairer, Gr. II. | 3 | | 3 | 100 | 3 | |
| Steamfitters' helper, Gr. I. | 57 | | 36 | 63.16 | 31 | 5 |
| Shade maker, Gr. I. | 4 | | 3 | 75 | 3 | |
| Pipe locating mach. oper., Gr. I. | 4 | | 3 | 75 | 3 | |
| Gardener, Gr. II. | 9 | | 4 | 44.44 | 1 | 3 |
| Stone cutter, Gr. I. | 7 | | 4 | 57.14 | 3 | 1 |
| Foreman pattern makers, Gr. III. | 4 | | 4 | 100 | 3 | 1 |
| Brick paver, Gr. IV. | 7 | | 5 | 71.43 | 5 | |
| Granite block paver, Gr. II. | 10 | | 8 | 80 | 6 | 2 |
| Electrical mechanic, Gr. II. | 49 | | 24 | 48.98 | 24 | |
| Foreman asphalt repairs, Gr. II. | 4 | | 2 | 50 | 2 | |
| Foreman asphalt cutout, Gr. II. | 9 | | 3 | 33.33 | 3 | |
| Foreman cement finisher, Gr. II. | 6 | | 4 | 66.67 | 3 | 1 |
| Cement finisher. | 5 | | 5 | 100 | 2 | 3 |
| General asphalt foreman. | 6 | | 5 | 83.33 | 4 | 11 |
| Cement finishers' helper, Gr. I. | 6 | | 6 | 100 | 6 | |
| Cement mixer. | 9 | | 9 | 100 | 16 | 3 |
| Clay miner and caisson digger, Gr. I. | 2 | | 2 | 100 | 2 | |
| Drillers' helper, Gr. I. | 8 | | 5 | 62.50 | 4 | 1 |
| Tunnel bricklayer's fender, Gr. I. | 6 | | 5 | 83.33 | 3 | 2 |
| Mucker and windlass man, Gr. I. | 4 | | 4 | 100 | 3 | 1 |
| Car pusher and skinner, Gr. I. | 4 | | 4 | 100 | 4 | |
| Building laborer, Gr. I. | 12 | | 4 | 33.33 | 4 | |
| Tunnel laborer, Gr. I. | 15 | | 14 | 93.33 | 10 | 4 |
| Bridge tender, Gr. II. | 253 | | 65 | 25.65 | 60 | 5 |
| Concrete foreman, Gr. II. | 24 | | 13 | 54.17 | 10 | 3 |
| Launch operator, Gr. II. | 7 | | 5 | 71.23 | 5 | |
| Hod carrier, Gr. I. | 7 | | 4 | 57.14 | 3 | 1 |
| Sheet metal worker, Gr. II. | 7 | | 7 | 100 | 7 | |
| Drum man, Gr. I. | 4 | | 2 | 50 | 2 | |
| Foreman drum men, Gr. II. | 3 | | 1 | 33.33 | 1 | |
| Kettleman, Gr. I. | 4 | | 2 | 50 | 2 | |
| TOTALS. | 1035 | 14 | 493 | | | |

TABLE NO. 3—SUMMARY OF ALL ORIGINAL ENTRANCE EXAMINATIONS, BY CLASSES OF THE SERVICE.

| EXAMINATIONS | Number Examined | Number Passed | Education of those who Passed | | | Nativity of those Passed | |
|-------------------------------------|--------------------|------------------|----------------------------------|-------|-------|-----------------------------|---------|
| | | | Com. | High | Coll. | U. S. | Foreign |
| Medical service. | 421 | 215 | 0 | 45 | 170 | 206 | 9 |
| Engineering service. | 335 | 133 | 0 | 20 | 113 | 127 | 6 |
| Clerical service. | 254 | 166 | 100 | 64 | 2 | 164 | 2 |
| Police service. | 891 | 505 | 449 | 56 | | 460 | 45 |
| Operating engineering service. | 183 | 83 | 76 | 3 | 4 | 75 | 8 |
| Fire service. | 641 | 453 | 453 | | | 413 | 40 |
| Library service. | 37 | 10 | | 2 | 8 | 10 | |
| Inspection service. | 748 | 205 | 137 | 47 | 21 | 202 | 3 |
| Supervising service. | 221 | 57 | 18 | 29 | 10 | 52 | 5 |
| Skilled labor service. | 1049 | 493 | 493 | | | 289 | 204 |
| TOTALS. | 4780 | 2320 | 1726 | 266 | 328 | 1998 | 322 |

TABLE NO. 4—PROMOTION EXAMINATIONS, ALL CLASSES EXCEPT LABOR, IN ORDER HELD.

| EXAMINATIONS | Number Examined | Number Passed | Percentage Passed | Number Promoted |
|--|--------------------|------------------|----------------------|--------------------|
| Arch. draftsman, Gr. II. | 6 | 6 | 100 | 6 |
| Heating and ventilating design. engineer, Gr. V. | 5 | 2 | 40 | 1 |
| Chief engr. (bd. of ed.), Gr. IV. | 14 | 0 | | |
| Arch. designer, Gr. III. | 11 | 9 | 81.82 | 4 |
| Engineer water work design, Gr. IV. | 9 | 1 | 11.11 | 1 |
| Junior exam. efficiency, Gr. II. | 3 | 3 | 100 | 2 |
| Superintendent of supplies, Gr. IV. | 3 | 1 | 33.33 | 1 |
| Junior stenographer, Gr. III. | 18 | 18 | 100 | 15 |
| Examiner of Efficiency, Gr. III. | 2 | 1 | 50 | 1 |
| Junior clerk, Gr. III. | 28 | 22 | 78.57 | 16 |
| Cashier, Gr. VI. | 2 | 2 | 100 | 1 |
| School sanitary engr., Gr. III. | 2 | 1 | 50 | 0 |
| School elec. engr., Gr. IV. | 2 | 1 | 50 | 1 |
| Superintendent of construction, Gr. IV. | 5 | 3 | 60 | 2 |
| Superintendent of nurses, Gr. IV. | 4 | 0 | | |
| School oper. engr., Gr. I (advancement) B to A | 34 | 33 | 97.06 | 13 |
| Senior bacteriologist, Gr. III. | 0 | 0 | | |
| Senior sanitary chemist, Gr. III. | 0 | | | |
| Head clerk (Dept. of Elec.), Gr. VI. | 2 | 1 | 50 | 1 |
| Electric cons. inspr. and conduit inspr., Gr. III. | 4 | 2 | 50 | 1 |
| Tellers, Gr. V. | 16 | 8 | 50 | 5 |
| Captain's fire dept., Gr. III. | 105 | 95 | 90.48 | 7 |
| School engineer (C to B), Gr. I. | 7 | 7 | 100 | 1 |
| Second class det. sergt., Gr. II. | 1271 | 522 | 41.07 | 484 |
| Head branch librarian, Gr. IV. | 2 | 2 | 100 | 1 |
| Engineer of bridges and harbor, Gr. IV. | 17 | 1 | 5.88 | 1 |
| Mechanical designing engineer, Gr. III. | 0 | | | 0 |
| Assistant city treasurer, Gr. VIII. | 2 | 2 | 100 | 1 |
| Electrical inspector, Gr. III. | 13 | 5 | 14.95 | 5 |
| Foreman pattern makers, Gr. II. | 4 | 4 | 100 | 1 |
| Estimator, Gr. II (building) | 8 | 2 | 25 | 1 |
| Senior library assistant, Gr. II. | 26 | 22 | 84.62 | 11 |
| Principal library assistant, Gr. III. | 2 | 2 | 100 | 1 |
| Principal branch librarian, Gr. III. | 23 | 8 | 34.78 | 1 |
| Head library assistant, Gr. IV. | 4 | 4 | 100 | 1 |
| Foreman meter shops, Gr. III. | 8 | 2 | 25 | 0 |
| Chief oper. engineer (Mun. Tub. San.), Gr. VI. | 9 | 2 | 22.22 | 1 |
| Stationary engineer, Gr. III. | 34 | 29 | 84.71 | 0 |
| Architectural draftsman, Gr. II. | 0 | | | |
| Junior engineer, Gr. II. | 26 | 17 | 45.39 | 5 |
| General foreman elec. mechanics, Gr. III. | 2 | 2 | 100 | 1 |
| Subway engineer, Gr. IV. | 9 | 2 | 22.22 | 2 |
| Clerk of the works, Gr. II. | 7 | 7 | 100 | 7 |
| Principal accounting investigator, Gr. V. | 6 | 2 | 33.33 | 1 |
| School engineer (advancement) D to C. | 12 | 12 | 100 | 8 |
| Water tender, Gr. I. | 41 | 18 | 43.90 | 2 |
| Mechanical engineer draftsman, Gr. II. | 5 | 0 | | |
| Bridge designing engineer, Gr. III. | 5 | 3 | 60 | 2 |
| Electrical construction inspector and conduit inspr., Gr. III. | 0 | | | |
| Messenger, Gr. II. | 24 | 18 | 75 | 11 |
| Engineer board local improvement, Gr. V. | 2 | 2 | 100 | 1 |
| Chief street engineer, Gr. IV. | 4 | 4 | 100 | 1 |
| Junior clerk, Gr. III. | 27 | 24 | 88.89 | 18 |
| Janitor in charge (night force), Gr. II. | 17 | 10 | 58.82 | 1 |
| TOTALS. | 1892 | 945 | | |

TABLE NO. 5—SUMMARY OF PROMOTION EXAMINATIONS BY CLASSES OF THE SERVICE.

| EXAMINATIONS | Number of Examinations | Number Examined | Number Passed | Percentage Passed | Number Promoted |
|--|---------------------------|--------------------|------------------|----------------------|--------------------|
| Medical service. | 3 | 4 | 0 | | 0 |
| Engineering service. | 20 | 123 | 62 | 50.40 | 36 |
| Clerical service. | 9 | 125 | 97 | 77.60 | 69 |
| Operating engineering service. | 7 | 151 | 101 | 66.89 | 25 |
| Library service. | 4 | 57 | 38 | 66.67 | 15 |
| Inspection service. | 3 | 17 | 7 | 41.18 | 6 |
| Supervising service. | 1 | 8 | 4 | 50 | 3 |
| Skilled labor service. | 4 | 31 | 18 | 58.07 | 3 |
| Police service. | 1 | 1271 | 523 | 41.15 | 484 |
| Fire service. | 1 | 105 | 95 | 90.48 | 7 |
| TOTALS. | 53 | 1892 | 945 | | 648 |

TABLE NO. 6—RECORD OF EXAMINATIONS FOR LABORERS FOR 1913.

| | Number of Examinations | Dates of Examinations | Number of Applications | Number Accepted | Number Rejected | Number failed to Report |
|----------------------------------|---------------------------|--|---------------------------|--------------------|--------------------|-------------------------------|
| Street laborers. | 5 | May 7 July 7 Sept. 11 Oct. 2 Dec. 11 | 1372 | 804 | 181 | 387 |
| Section foremen. | 2 | Mar. 18 Oct. 6 | 570 | 413 | 124 | 33 |
| Street repair foremen. | 1 | June 28 | 200 | 153 | 22 | 25 |
| Laborers, Bur. Engineer. | 1 | May 7 | 470 | 293 | 13 | 164 |
| Park laborers. | 1 | July 7 | 25 | 10 | 5 | 10 |
| Tree laborers. | 1 | May 10 | 12 | 9 | 1 | 2 |
| Attendants. | 1 | July 14 | 43 | 40 | 1 | 2 |
| TOTAL. | 12 | | 3037 | 1955 | 402 | 680 |

TABLE NO. 7—MEDICAL AND PHYSICAL EXAMINATIONS.

| EXAMINATIONS | Medical Examinations only | Physical Examinations only | Medical and Phys. Examinations | Persons Examined Medically | Rejections | Persons Examined Physical |
|---|------------------------------|-------------------------------|-----------------------------------|-------------------------------|------------|------------------------------|
| Original Entrance—Official Service. | 26 | 0 | 12 | 6439 | 2002 | 3286 |
| Original entrance—Skilled labor. | 0 | 35 | 6 | 855 | 57 | 1303 |
| Promotion—Official service. | 1 | 0 | 1 | 51 | 0 | 47 |
| Promotion—Skilled labor. | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTALS. | 27 | 35 | 19 | 7345 | 2059 | 4636 |

TABLE NO. 8—SUMMARY OF MEDICAL AND PHYSICAL EXAMINATIONS.

| | |
|--|-------|
| Original entrance and promotion examinations held—Official and skilled labor service.. | 81 |
| Individual examinations—Original entrance and promotion. | 11981 |
| Rejections—All causes. | 2059 |
| Unskilled labor examinations held. | 12 |
| Number of persons examined. | 2357 |
| Rejections. | 402 |
| Total number individual examinations. | 14338 |
| Total number rejections. | 2461 |

TABLE NO. 9—REJECTIONS AT MEDICAL AND PHYSICAL EXAMINATIONS.

3—By nationality and occupation.

| OCCUPATION | 1—Cause of Rejection | | | | | | | | | | | 3—Nationality | | | | | | | | | | | | | |
|-----------------------------|----------------------|------------------|------------------|----------------------|--------|------------------|---------------|--------|--------------|---------------|----------------|---------------|----------|----------|--------|---------|--------|--------|-------|---------------|--------|---------|--------|--------------|-------|
| | Color Blind | Defective Vision | Enlarged Tonsils | Flat Feet or Deform. | Goitre | Height or Weight | Heart Disease | Hernia | Lung Disease | Miscellaneous | Varicose Veins | Total | American | Bohemian | Danish | English | French | German | Irish | Miscellaneous | Polish | Russian | Scotch | Scandinavian | Total |
| Agent..... | | | | | | 2 | | | | | | 2 | | | | | | 1 | | 1 | | | | | 2 |
| Bartender..... | | 1 | | | | 4 | | | | | | 6 | | | | | | 1 | 3 | 1 | | 1 | | | 6 |
| Barber..... | | | | 1 | 1 | 1 | | | | | | 3 | 1 | 1 | | | | | | 1 | | | | | 3 |
| Bridgetender..... | | | | | | 1 | | | | | | 1 | | | | | | | 1 | | | | | | 1 |
| Clerk..... | 4 | 16 | 5 | 16 | 100 | 1 | 1 | 1 | 10 | 1 | 155 | 19 | 2 | 1 | 3 | 1 | 38 | 72 | 4 | 3 | | | 12 | 155 | |
| Conductor..... | | 7 | 3 | 7 | 75 | 1 | | | 8 | 1 | 102 | 14 | 1 | 2 | 4 | | 18 | 54 | 1 | 2 | 1 | 1 | 4 | 102 | |
| Chauffeur..... | | | | 4 | 22 | | | | 2 | | 28 | 6 | | | | | 15 | 4 | 1 | | 1 | | | 28 | |
| Carpenter..... | 1 | 1 | | 2 | 11 | | | | 1 | | 16 | | 1 | | | | 6 | 4 | 3 | | | | 2 | 16 | |
| Electrician..... | | 1 | | 1 | 14 | | | | 2 | | 18 | 7 | 1 | | | | 3 | 6 | | | | 1 | | 18 | |
| Fireman..... | 1 | 5 | 10 | 2 | 6 | 43 | | 1 | 1 | 3 | 72 | 13 | 1 | | 2 | 1 | 14 | 20 | 14 | 1 | | 4 | 2 | 72 | |
| Horse shoer..... | | 1 | | | | 5 | | | | | 6 | 1 | | | | | 2 | 3 | | | | | | 6 | |
| Iron worker..... | | | | | 2 | 5 | | | | | 7 | | | | | | 3 | 4 | | | | | | 7 | |
| Laborer..... | 3 | 6 | 2 | 2 | 49 | | | | 7 | 2 | 71 | 18 | 1 | | 1 | 1 | 6 | 40 | 1 | 1 | | | 2 | 71 | |
| Lineman..... | | 2 | | | 3 | | | | 1 | | 6 | 1 | | | | | 1 | 4 | | | | | | 6 | |
| Miscellaneous..... | 21 | 107 | 50 | 31 | 46 | 531 | 16 | 11 | 8 | 151 | 9 | 981 | 166 | 42 | 4 | 12 | 6 | 210 | 204 | 250 | 44 | 4 | 10 | 29 | 981 |
| Motorman..... | 2 | 9 | 2 | 7 | 38 | | | | 10 | 3 | 71 | 5 | | | 1 | | 16 | 40 | 3 | 4 | | | 2 | 71 | |
| Machinist..... | 1 | 4 | | 6 | 48 | | | | 2 | | 61 | 7 | 3 | | 2 | | 27 | 7 | 7 | 3 | 1 | 1 | 3 | 61 | |
| Meat cutter..... | | | | | 1 | | | | 1 | | 2 | | | | | | | | 1 | 1 | | | | 2 | |
| No occupation..... | | 1 | 1 | 2 | 1 | 13 | | | 2 | | 20 | 5 | 1 | | | | 1 | 7 | | 4 | 1 | 1 | | 20 | |
| Patrolman..... | 26 | 9 | | | 20 | 5 | | | 5 | | 65 | 11 | 2 | | | | 13 | 31 | 2 | 1 | | 3 | 2 | 65 | |
| Police operator..... | | | | | 1 | | | | | | 1 | | | | | | | 1 | | | | | | 1 | |
| Painter..... | | | | 1 | 25 | | 1 | | 1 | | 28 | 4 | 5 | | 3 | | 7 | 4 | 2 | | 1 | 2 | | 28 | |
| Plumber..... | | | | 1 | 2 | | | | 1 | | 4 | 1 | | | | | 1 | 1 | | 1 | | | | 4 | |
| Repairman..... | | | | | 3 | | | | 2 | | 5 | 1 | | | | | 2 | 1 | | | | 1 | | 5 | |
| Steam fitter..... | | | 1 | 3 | 25 | | | | 1 | | 30 | 5 | 1 | | 2 | | 7 | 13 | | | | 1 | 1 | 30 | |
| Switchman..... | | 2 | 2 | 3 | 23 | | | | 1 | | 31 | 6 | | 2 | | | 9 | 11 | 1 | 1 | | | 1 | 31 | |
| Solicitor and salesman..... | | | | 1 | 32 | 1 | | | 1 | | 35 | 6 | 1 | 1 | 1 | 2 | 6 | 11 | 2 | 2 | | 1 | 2 | 35 | |
| Teamster..... | 2 | 22 | 4 | 14 | 149 | 2 | 4 | | 19 | 1 | 217 | 29 | 5 | 1 | 3 | 1 | 56 | 89 | 10 | 9 | 2 | 4 | 8 | 217 | |
| Telegrapher..... | | 1 | | | | | | | 1 | | 2 | | | | | | 1 | 1 | | | | | | 2 | |
| Telephone installer..... | | | | | | 1 | 1 | | 1 | | 3 | | | | | | 3 | | | | | | | 3 | |
| Watchman..... | | 3 | | | | 6 | | | 1 | | 10 | | 1 | | | | 5 | 2 | 1 | 1 | | | | 10 | |
| TOTAL..... | 62 | 197 | 62 | 55 | 124 | 1253 | 27 | 18 | 11 | 233 | 17 | 2059 | 326 | 69 | 11 | 34 | 12 | 472 | 638 | 306 | 78 | 13 | 29 | 71 | 2059 |

2—NATIONALITY

| | | | | | | | | | | | | |
|--------------------|----|----|----|----|----|-----|----|----|----|----|----|-----|
| American..... | 15 | 19 | 1 | 17 | 24 | 212 | 1 | 1 | .. | 35 | 1 | 326 |
| Bohemian..... | 1 | 6 | .. | 1 | 11 | 44 | 1 | .. | .. | 5 | .. | 69 |
| Danish..... | .. | 1 | .. | .. | 1 | 7 | .. | .. | .. | 2 | .. | 11 |
| English..... | .. | 2 | .. | .. | 4 | 27 | .. | .. | .. | 1 | .. | 34 |
| French..... | .. | .. | .. | .. | 1 | 11 | .. | .. | .. | .. | .. | 12 |
| German..... | 12 | 37 | .. | 15 | 28 | 325 | 4 | 5 | 3 | 41 | 2 | 472 |
| Irish..... | 22 | 82 | .. | 12 | 32 | 408 | 5 | 2 | .. | 68 | 7 | 638 |
| Miscellaneous..... | 8 | 39 | 60 | 7 | 6 | 88 | 14 | 10 | 6 | 63 | 5 | 306 |
| Polish..... | 3 | 7 | .. | 2 | 8 | 49 | .. | .. | 1 | 7 | 1 | 78 |
| Russian..... | .. | .. | .. | 1 | 1 | 11 | .. | .. | .. | .. | .. | 13 |
| Scotch..... | .. | 2 | 1 | .. | .. | 22 | 1 | .. | .. | 3 | .. | 29 |
| Scandinavian..... | 1 | 2 | .. | .. | 8 | 49 | 1 | .. | 1 | 8 | 1 | 71 |

| | | | | | | | | | | | | |
|------------|----|-----|----|----|-----|------|----|----|----|-----|----|------|
| TOTAL..... | 62 | 197 | 62 | 55 | 124 | 1253 | 27 | 18 | 11 | 233 | 17 | 2059 |
|------------|----|-----|----|----|-----|------|----|----|----|-----|----|------|

CIVIL SERVICE COMMISSION

TABLE NO. 10—TOTAL ENROLLMENT OF LABORERS AT
CLOSE OF 1913.

| WARD | Streets | Section Foremen | Engr. | Sewers | Electric Light | Water | Total |
|--------------------|---------|-----------------|-------|--------|----------------|-------|-------|
| First. | 396 | 27 | 86 | 36 | 12 | 5 | 567 |
| Second. | 154 | 22 | 80 | 12 | 3 | 9 | 280 |
| Third. | 113 | 19 | 80 | 18 | 0 | 3 | 233 |
| Fourth. | 178 | 13 | 206 | 22 | 10 | 11 | 445 |
| Fifth. | 206 | 15 | 273 | 49 | 12 | 19 | 584 |
| Sixth. | 101 | 11 | 53 | 33 | 2 | 4 | 204 |
| Seventh. | 105 | 9 | 58 | 35 | 0 | 4 | 211 |
| Eighth. | 130 | 6 | 186 | 27 | 1 | 3 | 358 |
| Ninth. | 113 | 9 | 117 | 19 | 7 | 7 | 272 |
| Tenth. | 134 | 9 | 101 | 26 | 2 | 4 | 276 |
| Eleventh. | 190 | 11 | 87 | 20 | 11 | 11 | 340 |
| Twelfth. | 228 | 7 | 71 | 21 | 8 | 6 | 341 |
| Thirteenth. | 156 | 15 | 84 | 22 | 9 | 11 | 302 |
| Fourteenth. | 148 | 8 | 95 | 30 | 8 | 11 | 300 |
| Fifteenth. | 176 | 9 | 54 | 16 | 0 | 15 | 275 |
| Sixteenth. | 255 | 5 | 60 | 7 | 8 | 11 | 346 |
| Seventeenth. | 239 | 7 | 156 | 30 | 27 | 1 | 465 |
| Eighteenth. | 176 | 7 | 96 | 28 | 7 | 8 | 322 |
| Nineteenth. | 620 | 17 | 472 | 87 | 20 | 21 | 1247 |
| Twenty. | 110 | 7 | 80 | 23 | 6 | 13 | 239 |
| Twenty-one. | 74 | 19 | 89 | 18 | 5 | 17 | 222 |
| Twenty-two. | 410 | 12 | 222 | 99 | 18 | 9 | 770 |
| Twenty-three. | 84 | 14 | 37 | 10 | 3 | 13 | 161 |
| Twenty-four. | 101 | 6 | 81 | 44 | 5 | 27 | 264 |
| Twenty-five. | 41 | 8 | 57 | 19 | 6 | 8 | 139 |
| Twenty-six. | 69 | 12 | 56 | 37 | 3 | 4 | 181 |
| Twenty-seven. | 61 | 8 | 61 | 24 | 2 | 7 | 163 |
| Twenty-eight. | 147 | 8 | 74 | 17 | 3 | 7 | 256 |
| Twenty-nine. | 312 | 9 | 202 | 58 | 1 | 10 | 592 |
| Thirty. | 352 | 16 | 351 | 101 | 5 | 16 | 851 |
| Thirty-one. | 166 | 19 | 160 | 27 | 0 | 10 | 382 |
| Thirty-two. | 182 | 16 | 105 | 47 | 2 | 3 | 355 |
| Thirty-three. | 135 | 9 | 144 | 26 | 0 | 6 | 320 |
| Thirty-four. | 167 | 18 | 101 | 8 | 4 | 0 | 298 |
| Thirty-five. | 104 | 6 | 74 | 4 | 5 | 6 | 199 |
| TOTAL. | | | | | | | 12680 |

TABLE NO. 11—TOTAL ENROLLMENT OF LABORERS BY
DISTRICTS.

| | Small Parks | Gen. Laborers | Tree Laborers | |
|---|-------------|---------------|---------------|------|
| 1st District. | 122 | 130 | 35 | |
| 2nd District. | 201 | 249 | 15 | |
| 3rd District. | 115 | 66 | 9 | |
| TOTALS. | 438 | 445 | 59 | 942 |
| | | Scrubwomen | Attendants | |
| 1st District. | | 31 | 21 | |
| 2nd District. | | 36 | 18 | |
| 3rd District. | | 14 | 1 | |
| TOTALS. | | 81 | 40 | 121 |
| Street repair foremen. | | | | 153 |
| Total number of laborers by districts. | | | | 1216 |

(Street-repair foremen are in one district; the others are in three districts.)

TABLE NO. 12—ORIGINAL ENTRANCE EXAMINATIONS, ALL CLASSES EXCEPT LABOR, HELD IN 1912, COMPLETED IN 1913.

| EXAMINATIONS. | Number Examined | | Number Passed | | Education of those who Passed | | | Nativity of those Passed | |
|---|-----------------|--------|---------------|--------|-------------------------------|-------|-------|--------------------------|---------|
| | Male | Female | Male | Female | Com. | High | Coll. | U. S. | Foreign |
| Draftsman, Gr. I. | 21 | | 8 | | | 6 | 2 | 8 | |
| Electrical engineer draftsman, Gr. II. | 7 | | 2 | | | | 2 | 2 | |
| Mechanical designing engineer, Gr. III. | 7 | | 1 | | | | 1 | 1 | |
| Mechanical engr. draftsman, Gr. II. | 5 | | 1 | | | | 1 | 1 | |
| Mechanical draftsman, Gr. I. | 8 | | 5 | | | | 5 | 5 | |
| Bureau chief hospitals, baths and lodging houses, Gr. V. | 12 | | 1 | | | | 1 | 1 | |
| Station engineers, Gr. I. | 73 | | 56 | | 70 | 3 | | 71 | 2 |
| Supervising housekeeper, Gr. I. | | 5 | 1 | | 1 | | | 1 | |
| Assistant arch. draftsman, Gr. I. | 5 | | 2 | | | | 2 | 2 | |
| Woodworkers, Gr. II. | 15 | | 4 | | 4 | | | 2 | 2 |
| Woodworkers helper, Gr. I. | 3 | | 2 | | 2 | | | 2 | |
| Cable splicers' helper, Gr. I. | 29 | | 15 | | 15 | | | 12 | 3 |
| Electric repairers, Gr. II. | 29 | | 1 | | 1 | | | 1 | |

TABLE NO. 13—PROMOTION EXAMINATIONS, ALL CLASSES, HELD IN 1912, COMPLETED IN 1913.

| EXAMINATIONS. | Number Examined | Number Passed | Per cent Passed | Number Promoted |
|---|-----------------|---------------|-----------------|-----------------|
| Stationary engineer, Gr. 1. | 19 | 15 | 78.95 | |
| Building inspector in charge, Gr. IV. | 8 | 5 | 62.50 | |
| Chief arch. designer, Gr. IV. | 6 | 3 | 50 | |
| Cable splicer, Gr. II. | 2 | 2 | 100 | |
| Assistant arch. draftsman, Gr. I. | 4 | 3 | 75 | |
| Engineering chemist, Gr. III. | 3 | 3 | 100 | |
| Assistant engineer, Gr. III. | 2 | 0 | | |
| Electric repairers (circuits), Gr. II. | 19 | 2 | 10.53 | |

TABLE NO. 14—ORIGINAL ENTRANCE EXAMINATIONS, ALL CLASSES, EXCEPT LABOR, HELD IN 1913, NOT COMPLETED.

| | |
|---|-------|
| Principal clerical efficiency examiner, Gr. V. | |
| Paving inspector, Gr. II. | |
| Load dispatcher, Gr. II. | |
| Harbor police, Gr. I. | |
| Dredging inspector, Gr. I. | |
| Janitress, Gr. I. | |
| Fire escape inspector, Gr. II. | |
| Deputy inspector, weights and measures, Gr. III. | |
| Sanitary inspector, Gr. II. | |
| Policewoman, Gr. I. | |
| Field nurse, Gr. II. | |
| Junior sanitary chemist, Gr. II. | |
| Carpenter, Gr. II. | |
| Senior sanitary chemist, Gr. III. | |
| Health officer, Gr. II. | |
| License inspector, Gr. II. | |
| Mason inspector, Gr. II. | |
| Ambulance surgeon, Gr. II. | |

TABLE NO. 15—PROMOTION EXAMINATIONS, ALL CLASSES EXCEPT LABOR, HELD IN 1913, NOT COMPLETED.

| | |
|---|-------|
| Supervising sanitary and plumbing inspector, Gr. IV. | |
|---|-------|

TABLE NO. 16—CERTIFICATIONS FOR EMPLOYMENT,
OFFICIAL SERVICE.

| KIND OF EXAMINATION | Number Certified | KIND OF EXAMINATION | Number Certified |
|---|---------------------|---|---------------------|
| Ambulance surgeon..... | 10 | Harbor police..... | 9 |
| Architectural designer..... | 10 | Head branch librarian..... | 1 |
| Architectural draftsman..... | 9 | Head clerk..... | 7 |
| Asst. architectural draftsman..... | 6 | Head library assistant..... | 1 |
| Asst. building inspector in charge..... | 1 | Head stenographer..... | 1 |
| Asst. city electrician..... | 1 | Health officer..... | 38 |
| Asst. city treasurer..... | 1 | Heating and ventilating design. engr. . | 1 |
| Asst. engineer fire department..... | 9 | Hoisting engineer..... | 10 |
| Asst. engineering chemist..... | 2 | Hospital nurse..... | 4 |
| Asst. engineer..... | 11 | Hospital orderly..... | 4 |
| Bacteriologist..... | 1 | House drain inspector..... | 4 |
| Bindery assistant..... | 3 | Inspector of moral conditions..... | 1 |
| Book machine operator and clerk..... | 3 | Inspector of school property..... | 1 |
| Bridge designing draftsman..... | 4 | Interne..... | 1 |
| Bridge designing engineer..... | 3 | Interpreter assistant..... | 1 |
| Building inspector..... | 28 | Junior bookkeeper..... | 6 |
| Building inspector in charge..... | 3 | Junior clerk..... | 245 |
| Bureau chief of hospitals..... | 2 | Junior engineer..... | 16 |
| Captain, fire department..... | 12 | Junior examiner of efficiency..... | 5 |
| Captain, police department..... | 1 | Junior library assistant..... | 19 |
| Cashier..... | 1 | Junior sanitary chemist..... | 2 |
| Chief architectural designer..... | 1 | Junior stenographer..... | 208 |
| Chief of battalion..... | 1 | Laboratory engineering assistant..... | 7 |
| Chief cashier..... | 1 | Laboratory helper..... | 3 |
| Chief clerk..... | 5 | Layout engineer..... | 7 |
| Chief engineer (Board of Education)..... | 1 | License inspector..... | 2 |
| Chief operating engineer..... | 1 | Lieutenant, police dept..... | 3 |
| Chief street engineer..... | 1 | Lieutenant, fire dept..... | 17 |
| Children's librarian..... | 9 | Map draftsman..... | 9 |
| Clerical assistant..... | 1 | Map engineering draftsman..... | 1 |
| Clerk of the works..... | 7 | Manager of properties..... | 1 |
| Collector..... | 6 | Marine fireman..... | 1 |
| Contract clerk..... | 1 | Marine stoker..... | 2 |
| Department inspector..... | 1 | Mason inspector..... | 4 |
| Deputy smoke inspector..... | 9 | Matron..... | 1 |
| Derrick engineer..... | 2 | Mechanical designing engineer..... | 5 |
| Designing engineer..... | 3 | Mechanical draftsman..... | 4 |
| Draftsman..... | 22 | Mechanical engineering draftsman..... | 2 |
| Driver, fire department..... | 67 | Medical inspector..... | 5 |
| Driver, police department..... | 29 | Medical superintendent..... | 1 |
| Electrical construction inspector..... | 4 | Messenger..... | 27 |
| Electrical designing engineer..... | 1 | Office attendant..... | 25 |
| Electrical draftsman..... | 10 | Oiler..... | 31 |
| Electrical engineering draftsman..... | 2 | Operating engineer..... | 44 |
| Electrical inspector..... | 17 | Page, public library..... | 86 |
| Elevator inspector..... | 3 | Patrolman..... | 258 |
| Engineer, Bd. L. I. | 1 | Pipeman..... | 149 |
| Engineer, bridges and harbor..... | 1 | Physical instructor..... | 24 |
| Engineer, fire department..... | 6 | Plan examiner..... | 2 |
| Engineer, water works design..... | 1 | Playground director..... | 3 |
| Engineer janitor..... | 9 | Police chauffeur..... | 12 |
| Engineering chemist..... | 2 | Police messenger..... | 13 |
| Engineering draftsman..... | 5 | Police telephone operator..... | 6 |
| Estimator..... | 3 | Principal branch librarian..... | 1 |
| Estimator, building department..... | 1 | Principal clerk..... | 17 |
| Examiner of efficiency..... | 4 | Principal library assistant..... | 4 |
| Examiner of printing..... | 1 | Principal special assessment clerk..... | 2 |
| Eye, ear, nose and throat specialist..... | 1 | Principal stenographer..... | 11 |
| Field assessor..... | 8 | Quarantine officer..... | 10 |
| Field nurse..... | 36 | Rate taker..... | 2 |
| Fire prevention engineer..... | 4 | Rodman..... | 37 |
| Fire telephone operator..... | 6 | Sanborn map expert..... | 2 |
| First assistant operating engineer..... | 1 | Sanitary inspector..... | 11 |
| Food inspector..... | 24 | Sanitary and plumbing plan examiner | 2 |
| Foundry pipe inspector..... | 1 | School electrical engineer..... | 1 |
| Gas engine operator..... | 1 | Second assistant operating engr..... | 1 |
| Gas meter tester..... | 2 | Second-class detective sergeant..... | 443 |
| Gas tester..... | 1 | Second deputy supt. of police..... | 1 |
| Guard. house of correction..... | 2 | Sergeant, police..... | 28 |

TABLE NO. 16—CERTIFICATIONS FOR EMPLOYMENT,
OFFICIAL SERVICE—Cont'd.

| KIND OF EXAMINATION | Number Certified | KIND OF EXAMINATION | Number Certified |
|---|---------------------|---|---------------------|
| Senior bacteriologist. | 2 | Superintendent of construction. | 2 |
| Senior branch librarian. | 1 | Superintendent of nurses. | 1 |
| Senior clerk. | 97 | Superintendent of streets. | 1 |
| Senior clerical examiner of efficiency. . | 1 | Superintendent of supplies. | 1 |
| Senior library assistant. | 12 | Telephone inspector. | 1 |
| Senior sanitary chemist. | 1 | Telephone supervisor. | 1 |
| Senior stenographer. | 5 | Telephone operator. | 5 |
| Stationary engineer. | 57 | Third asst. operating engineer. | 10 |
| Steam roller engineer. | 14 | Timekeeper. | 2 |
| Stenographer. | 1 | Traction inspector. | 1 |
| Structural iron inspector. | 1 | Truant officer. | 16 |
| Supervising field nurse. | 2 | Tuberculosis housing investigator. | 1 |
| Supervising food inspector. | 4 | Ventilating inspector. | 2 |
| Supervising health officer. | 3 | Water tender. | 1 |
| Supervising housekeeper. | 1 | | |
| Supervisor of kitchen. | 2 | TOTAL. | 2621 |

TABLE NO. 17—CERTIFICATION FOR EMPLOYMENT,
SKILLED LABOR SERVICE.

| KIND OF EXAMINATION | Number Certified | KIND OF EXAMINATION | Number Certified |
|---|---------------------|--|---------------------|
| Arc lamp trimmer. | 9 | General asphalt foreman. | 1 |
| Asphalt helper. | 1 | General foreman electrical mechanics . | 1 |
| Asphalt raker. | 3 | Granite block paver. | 8 |
| Asphalt tamper. | 1 | Hostler and barnman. | 12 |
| Assistant shademaker. | 1 | Janitor. | 67 |
| Assistant telegraph repairer. | 7 | Janitress. | 101 |
| Bathing beach assistant. | 4 | Launch operator. | 2 |
| Bathroom attendant. | 54 | Machinist. | 35 |
| Batteryman. | 1 | Maid. | 3 |
| Blacksmith. | 7 | Mucker and windlass man. | 13 |
| Boiler washer. | 7 | Painter. | 3 |
| Brass molder. | 2 | Pipe locating machine operator. | 1 |
| Brick paver. | 5 | Photographer. | 2 |
| Bridge and structural iron worker. | 25 | Plumber. | 10 |
| Bridge tender. | 6 | Press Feeder. | 2 |
| Building laborer. | 36 | Scale repairer. | 3 |
| Cable splicer. | 1 | Seamstress. | 5 |
| Cable splicer's helper. | 1 | Shade maker. | 2 |
| Carpenter. | 67 | Sheet metal worker. | 12 |
| Car pusher and skinner. | 4 | Sign painter. | 1 |
| Cement finisher's helper. | 1 | Stationary fireman. | 49 |
| Cement mixer. | 34 | Steamfitter's helper. | 7 |
| Chauffeur. | 7 | Stockhandler. | 15 |
| Clay miner and caisson digger. | 9 | Tapper. | 6 |
| Coal passer. | 18 | Telegraph repairer. | 3 |
| Coat room attendant and porter. | 1 | Tunnel blacksmith. | 1 |
| Core maker. | 1 | Tunnel bricklayer's tender. | 5 |
| Concrete foreman. | 7 | Tunnel laborer. | 20 |
| Driller's helper. | 5 | Vehicle blacksmith. | 2 |
| Electrical mechanic. | 24 | Wagon woodworker. | 1 |
| Electrical repairer circuits. | 2 | Watchman. | 39 |
| Elevator operator. | 19 | Window washer. | 9 |
| Foreman, bridge & struc. iron worker. . | 2 | Woodworker. | 3 |
| Foreman carpenters. | 7 | Woodworker's helper. | 2 |
| Foreman pattern makers. | 1 | Woodworking machine hand. | 2 |
| Foreman sewer cleaning. | 1 | Yardman. | 1 |
| Foreman water pipe yards. | 1 | | |
| Gardener. | 4 | TOTAL. | 825 |

TABLE No. 18.

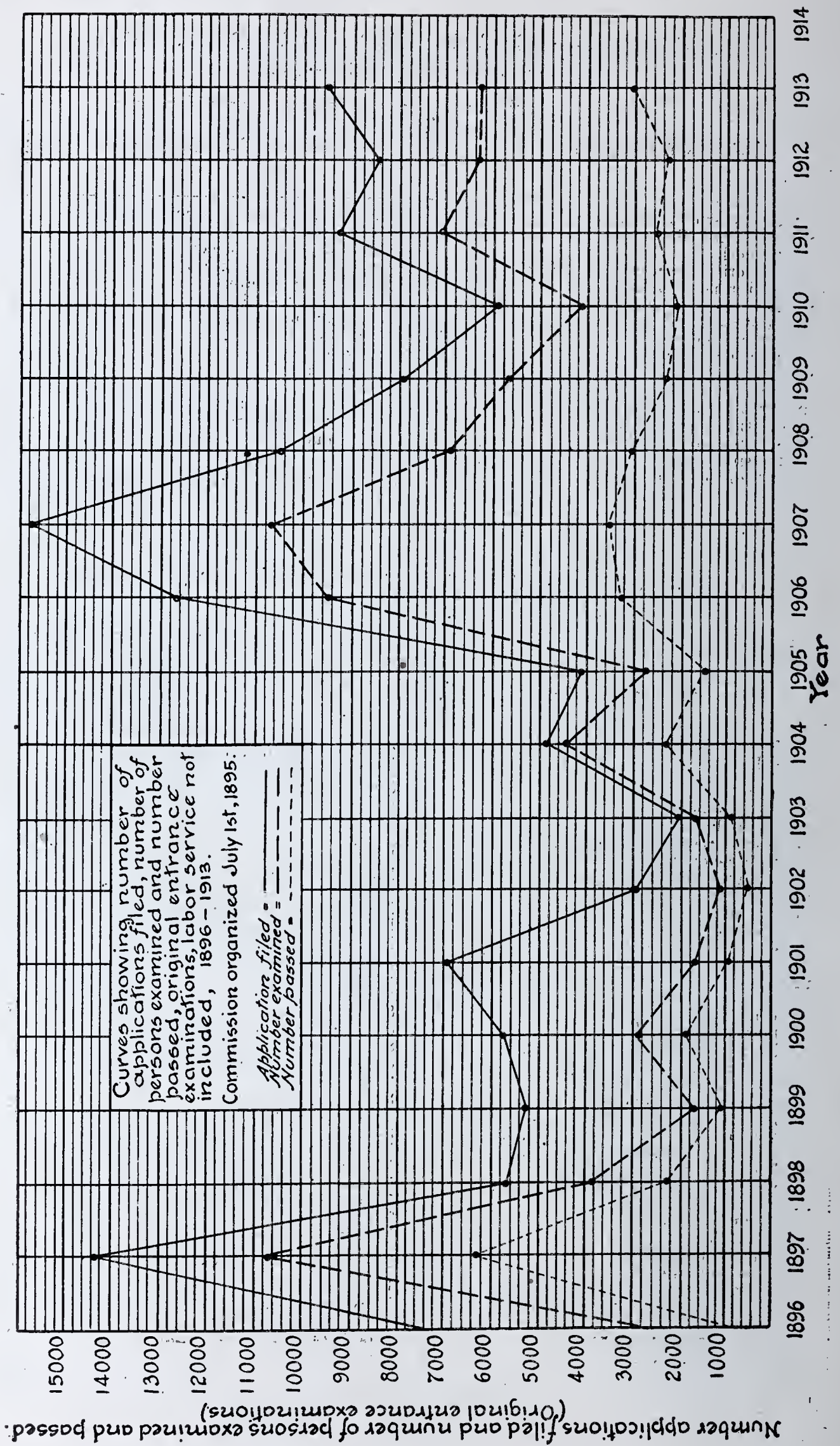
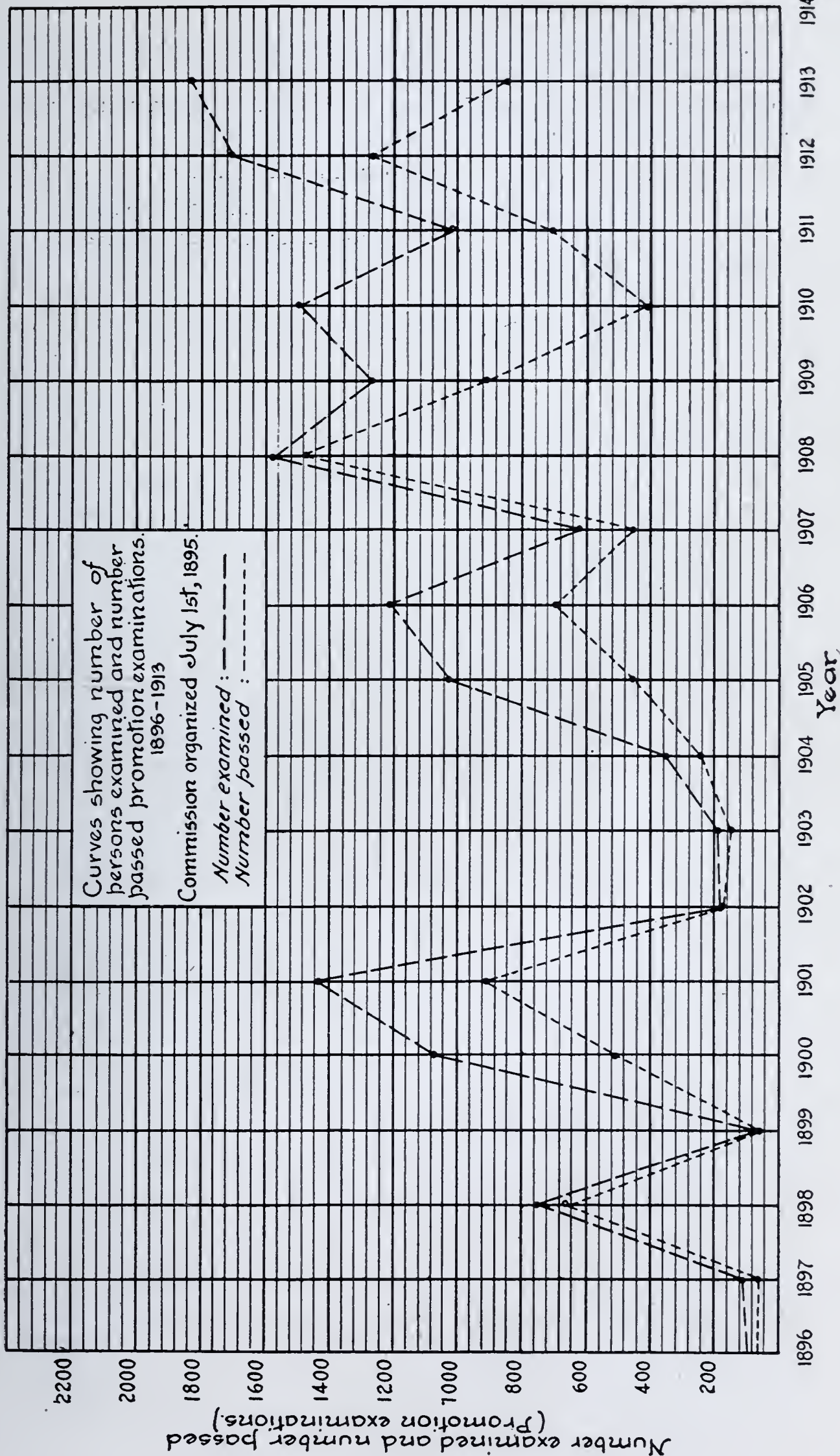


TABLE No. 19.



In submitting this report, I wish to express my appreciation of the co-operation received from department heads and of the work of members of the civil service staff in handling the vast amount of detail in connection with routine and examinations.

Respectfully submitted,

R. A. WIDDOWSON,
Chief Examiner and Secretary.

January 15, 1914.

AN ACT TO REGULATE THE CIVIL SERVICE OF CITIES APPROVED MARCH 20, 1895

Section 1. *Be it enacted by the People of the State of Illinois, represented in the General Assembly:*

Commissioners Appointed—Oath. The mayor of each city in this state which shall adopt this act as hereinafter provided, shall, not less than forty nor more than ninety days after the taking effect of this act in such city appoint three persons, who shall constitute and be known as the civil service commissioners of such city, one for three years, one for two years, and one for one year from the time of appointment and until their respective successors are appointed and qualified; and in every year thereafter the mayor shall, in like manner, appoint one person as the successor of the commissioner whose term shall expire in that year, to serve as such commissioner for three years and until his successor is appointed and qualified. Two commissioners shall constitute a quorum. All appointments to said commission, both original and to fill vacancies, shall be so made that not more than two members shall, at the time of appointment, be members of the same political party. Said commissioners shall hold no other lucrative office or employment under the United States, the State of Illinois, or any municipal corporation or political division thereof. Each commissioner, before entering upon the duties of his office, shall take the oath prescribed by the constitution of this state.

Sec. 2. Removal of Commissioners—Vacancy. The mayor may, in his discretion, remove any commissioner for incompetence, neglect of duty, or malfeasance in office. The mayor shall within ten days report in writing any such removal to the city council, with his reasons therefor. Any vacancy in the office of commissioner shall be filled by appointment by the mayor.

Sec. 3. Classification. Said commissioners shall classify all the offices and places of employment in such city, with reference to the examinations hereinafter provided for, except those offices and places mentioned in Section 11 of this act. The offices and places so classified by the commission shall constitute the classified civil service of such city, and no appointments to any of such offices or places shall

be made except under and according to the rules hereinafter mentioned.

Sec. 4. **Rules.** Said commission shall make rules to carry out the purposes of this act, and for examinations, appointments and removals in accordance with its provisions, and the commission may, from time to time, make changes in the original rules.

Sec. 5. **Publication of Rules—Time of Taking Effect.** All rules made as hereinbefore provided, and all changes therein, shall forthwith be printed for distribution by said commission; and the commission shall give notice of the place or places where said rules may be obtained by publication in one or more daily newspapers, published in such city, and in each such publication shall be specified the date, not less than ten days subsequent to the date of such publication, when such rules shall go into operation.

Sec. 6. **Examinations.** All applicants for offices or places in said classified service, except those mentioned in Section 11, shall be subjected to examination, which shall be public, competitive and free to all citizens of the United States, with specified limitations as to residence, age, health, habits and moral character. Such examinations shall be practical in their character, and shall relate to those matters which will fairly test the relative capacity of the persons examined to discharge the duties of the positions to which they seek to be appointed, and shall include tests of physical qualifications and health, and, when appropriate, of manual skill. No questions in any examination shall relate to political or religious opinions or affiliations. The commission shall control all examinations, and may, whenever an examination is to take place, designate a suitable number of persons, either in or not in the official service of the city, to be examiners, and it shall be the duty of such examiners, and, if in the official service, it shall be a part of their official duty, without extra compensation, to conduct such examination as the commission may direct, and to make return or report thereof to said commission, and the commission may at any time substitute any other person, whether or not in such service, in the place of any one so selected; and the commission may themselves at any time act as such examiners, and without appointing examiners. The examiners at any examination shall not all be members of the same political party.

Sec. 7. **Notice of Examinations.** Notice of the time and place and general scope of every examination shall be given by the commission by publication for two weeks preceding such examination, in a daily newspaper of general circulation published in such city, and such notice shall also be posted by said commission in a conspicuous place in their office for two weeks before such examination. Such further notice of examinations may be given as the commission shall prescribe.

Sec. 8. **Registers.** From the returns or reports of the examiners, or from the examinations made by the commission, the commission shall prepare a register for each grade or class of positions in the classified service of such city of the persons whose general average standing upon examination for such grade or class is not less than the minimum fixed by the rules of such commission, and who are otherwise eligible; and such persons shall take rank upon the register as candidates in the order of their relative excellence as determined by examination, without reference to priority of time of examination.

Sec. 9. **Promotions.** The commission shall, by its rules, provide for promotions in such classified service, on the basis of ascertained merit and seniority in service and examination, and shall provide, in all cases where it is practicable, that vacancies shall be filled by promotion. All examinations for promotion shall be competitive among such members of the next lower rank as desire to submit themselves to such examinations; and it shall be the duty of the commission to submit to the appointing power the names of not more than three applicants for each promotion having the highest rating. The method of examination, and the rules governing the same and the method of certifying, shall be the same as provided for applicants for original appointment.

Sec. 10. **Appointments to Classified Service.** The head of the department or office in which a position classified under this act is to be filled shall notify said commission of that fact, and said commission shall certify to the appointing officer the name and address of the candidate standing highest upon the register for the class or grade to which said position belongs, except that in cases of laborers, where a choice by competition is impracticable, said commission may provide by its rules that the selections shall be made by lot from among those candidates proved fit by examination. In making such certification sex shall be disregarded, except when some statute, the rules of said commission or the appointing power specifies sex. The appointing officer shall notify said commission of each position to be filled separately, and shall fill such place by the appointment of the person certified to him by said commission therefor, which appointment shall be on probation for a period to be fixed by said rules. Said commission may strike off names of candidates from the register after they have remained thereon more than two years. At or before the expiration of the period of probation the head of the department or office in which a candidate is employed may, by and with the consent of said commission, discharge him upon assigning in writing his reason therefor to said commission. If he is not then discharged his appointment shall be deemed complete. To prevent the stoppage of public business, or to meet extraordinary exigencies, the head of any department or office may, with the approval of the commission, make temporary appointment to remain in force not exceeding sixty days,

and only until regular appointments under the provisions of this act can be made.

Sec. 10½. Soldiers Who Are Eligible to Have Their Names Placed at the Head of the List. Persons who were engaged in the military or naval service of the United States during the years 1861, 1862, 1863, 1864 or 1865, and who were honorably discharged therefrom, shall be preferred for appointments to civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such office, and it shall be the duty of the examiner or commissioner certifying the list of eligibles who have taken the examinations provided for in this act, to place the name or names of such persons at the head of the list of eligibles certified for appointment.

Sec. 11. Officers Excepted from Classified Service. Officers who are elected by the people, or who are elected by the city council pursuant to the city charter, or whose appointment is subject to confirmation by the city council, judges and clerks of election, members of any board of education, the superintendent and teachers of schools, heads of any principal department of the city, members of the law department, and one private secretary of the mayor, shall not be included in such classified service.

Sec. 12. Removals. No officer or employe in the classified civil service of any city who shall have been appointed under said rules and after said examination, shall be removed or discharged except for cause, upon written charges and after an opportunity to be heard in his own defense. Such charges shall be investigated by or before said civil service commission, or by or before some officer or board appointed by said commission to conduct such investigation. The finding and decision of such commission or investigating officer or board, when approved by said commission, shall be certified to the appointing officer, and shall be forthwith enforced by such officer. Nothing in this act shall limit the power of any officer to suspend a subordinate for a reasonable period, not exceeding thirty days. In the course of an investigation of charges each member of the commission, and of any board so appointed by it, and any officer so appointed, shall have the power to administer oaths and shall have power to secure by its subpoena both the attendance and testimony of witnesses, and the production of books and papers relevant to such investigation. Nothing in this section shall be construed to require such charges or investigation in cases of laborers or persons having the custody of public money, for the safe keeping of which another person has given bonds.

Sec. 13. Reports to Commission. Immediate notice in writing shall be given by the appointing power to said commission of all appointments, permanent or temporary, made in such classified civil service, and of all transfers, promotions, resignations, or vacancies

from any cause in such service, and of the date thereof, and a record of the same shall be kept by said commission. When any office or place of employment is created or abolished, or the compensation attached thereto altered, the officer or board making such change shall immediately report it in writing to said commission.

Sec. 14. Investigations. The commission shall investigate the enforcement of this act and of its rules, and the action of the examiners herein provided for, and the conduct and action of the appointees in the classified service in its city, and may inquire as to the nature, tenure and compensation of all offices and places in the public service thereof. In the course of such investigations each commissioner shall have power to administer oaths, and said commission shall have power to secure by its subpoena both the attendance and testimony of witnesses and the production of books and papers relevant to such investigations.

Sec. 15. Report by Commission. Said commission shall, on or before the fifteenth day of January of each year, make to the mayor for transmission to the city council a report showing its own action, the rules in force, the practical effects thereof, and any suggestions it may approve for the more effectual accomplishment of the purposes of this act. The mayor may require a report from said commission at any other time.

Sec. 16. Chief Examiner. Said commission shall employ a chief examiner, whose duty it shall be, under the direction of the commission, to superintend any examination held in such city under this act, and who shall perform such other duties as the commission shall prescribe. The chief examiner shall be ex officio secretary of said commission, under the direction of such commission; he, as such secretary, shall keep the minutes of its proceedings, preserve all reports made to it, keep a record of all examinations held under its direction, and perform such other duties as the commission shall prescribe.

Sec. 17. Officers to Aid—Rooms. All officers of any city which shall have adopted this act shall aid said commission in all proper ways in carrying out the provisions of this act, and at any place where examinations are to be held shall allow reasonable use of public buildings for holding such examinations. The mayor of such city shall cause suitable rooms to be provided for said commission at the expense of such city.

Sec. 18. Salaries and Expenses. In cities having a population of one hundred thousand inhabitants or more each of said commissioners shall receive a salary of three thousand dollars a year; the chief examiner shall receive a salary of three thousand dollars a year. Any person not at the time in the official service of the city, serving as a members of the board of examiners or of a trial board, shall receive compensation for every day actually and necessarily spent in the discharge of his duty as an examiner or a member of the trial board, at

the rate of five dollars per day, and said commission may, in such city, also incur expenses, not exceeding five thousand dollars per year, for clerk hire, printing, stationery and other incidental matters.

In cities having a population of fifty thousand inhabitants and less than one hundred thousand, such commissioners shall receive an annual salary of one thousand dollars each; the chief examiner shall receive an annual salary of one thousand dollars. Any person not at the time in the official service of the city, serving as a member of the board of examiners, or of a trial board, shall receive compensation for every day actually and necessarily spent in the discharge of his duty as an examiner or member of the trial board, at the rate of three dollars per day, and said commission may, in such city, also incur expenses, not exceeding two thousand dollars a year, for clerk hire, printing, stationery, and other incidental matters.

In cities having a population of twenty-five thousand and less than fifty thousand inhabitants, such commissioners shall receive an annual salary of one hundred dollars each, and the chief examiner shall receive an annual salary of five hundred dollars.

In cities having a population of less than twenty-five thousand inhabitants, such commissioners shall receive an annual salary to be fixed by the city councils of such cities, not to exceed fifty dollars each; the chief examiner shall receive an annual salary to be fixed by the city councils of such cities, not to exceed one hundred dollars. In cities having a population of less than fifty thousand inhabitants any person, not at the time in the official service of the city, serving as a member of the board of examiners, or of a trial board, shall receive compensation for every day actually and necessarily spent in the discharge of his duty as an examiner or member of the trial board, at the rate of two dollars per day, and said commission may, in such city, also incur expenses, not exceeding two hundred dollars per year, for clerk hire, printing, stationery and other incidental matters.

Sec. 19. Appropriations. A sufficient sum of money shall be appropriated each year by each city which shall adopt this act, to carry out the provisions of this act in such city. In such cities as shall have already made the annual appropriation for municipal purposes for the current fiscal year, the mayor is authorized and required to pay the salaries and expenses as herein provided for such fiscal year out of the moneys appropriated for contingent purposes by such municipality, or out of any moneys not otherwise appropriated.

Sec. 20. Frauds Prohibited. No person or officer shall willfully or corruptly, by himself or in co-operation with one or more other persons, defeat, deceive or obstruct any person in respect to his or her right of examination, or corruptly or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing, or willfully or corruptly make

any false representation concerning the same, or concerning the person examined, or willfully or corruptly furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined or to be examined, being appointed, employed or promoted.

Sec. 21. No Officer to Solicit or Receive Political Contributions. No officer or employe of such city shall solicit, orally or by letter, or receive or pay, or be in any manner concerned in soliciting, receiving or paying, any assessment, subscription or contribution for any party or political purpose whatever.

Sec. 22. No Person to Solicit Political Contributions from Officers or Employes. No person shall solicit, orally or by letter, or be in any manner concerned in soliciting, any assessment, contribution or payment for any party or political purpose whatever, from any officer or employe in any department of the city government of any city which shall adopt this act.

Sec. 23. Assessments and Contributions in Public Offices Forbidden. No person shall in any room or building occupied for the discharge of official duties by any officer or employe in any city which shall adopt this act, solicit, orally or by written communication delivered therein, or in any other manner, or receive, any contribution of money or other thing of value, for any party or political purpose whatever. No officer, agent, clerk or employe under the government of such city, who may have charge or control of any building, office or room occupied for any purpose of said government, shall permit any person to enter the same for the purpose of therein soliciting or delivering written solicitations for receiving or giving notice of any political assessments.

Sec. 24. Payments of Political Assessments to Public Officers Prohibited. No officer or employe in the service of such city shall directly or indirectly, give or hand over to any officer or employe in said service, or to any senator or representative or alderman, councilman or commissioner, any money or other valuable thing, on account of or to be applied to the promotion of any party or political object whatever.

Sec. 25. Abuse of Official Influence Prohibited. No officer or employe of such city shall discharge or degrade or promote, or in any manner change the official rank or compensation of any other officer or employe, or promise or threaten to do so, for giving or withholding or neglecting to make any contribution of money or other valuable thing for any party or political purpose, or for refusal or neglect to render any party or political service.

Sec. 26. Payment for Places Prohibited. No applicant for appointment in said classified civil service, either directly or indirectly, shall pay or promise to pay any money or other valuable thing to any

person whatever for or on account of his appointment or proposed appointment, and no officer or employe shall pay or promise to pay, either directly or indirectly, to any person any money or other valuable thing whatever for or on account of his promotion.

Sec. 27. Recommendation in Consideration of Political Services Prohibited. No applicant for appointment to or promotion in said classified civil service shall ask for or receive recommendation or assistance from any officer or employe in said service, or from any person upon consideration of any political service to be rendered to or for such person or for the promotion of such person to any office or appointment.

Sec. 28. Abuse of Political Influence Prohibited. No person while holding any office in the government of such city, or in nomination for, or while seeking a nomination for or appointment to any such office, shall corruptly use or promise to use, either directly or indirectly, any official authority or influence (whether then possessed or merely anticipated) in the way of conferring upon any person, or in order to secure or aid any person in securing, any office or public employment, or any nomination, confirmation, promotion or increase of salary upon the consideration or condition that the vote or political influence or action of the last named person or any other shall be given or used in behalf of any candidate, officer or party, or upon any other corrupt condition or consideration.

Sec. 29. Auditing Officer. No accounting or auditing officer shall allow the claim of any public officer for services of any deputy or other person employed in the public service in violation of the provisions of this act.

Sec. 30. Appointments and Removals to Be Certified to the Comptroller. The commission shall certify to the comptroller or other auditing officers all appointments to offices and places in the classified civil service, and all vacancies occurring therein, whether by dismissal or resignation or death, and all findings made or approved by the commission under the provisions of Section 12 of this act, that a person shall be discharged from the classified civil service.

Sec. 31. Comptroller to Pay Salaries Only After Certification. No comptroller or other auditing officer of a city which has adopted this act shall approve the payment of, or be in any manner concerned in paying, any salary or wages to any person for services as an officer or employe of such city, unless such person is occupying an office or place of employment according to the provisions of law and is entitled to payment therefor.

Sec. 32. Paymasters, etc., to Pay Salaries Only After Certification. No paymaster, treasurer, or other officer or agent of a city which has adopted this act shall willfully pay, or be in any manner concerned in paying, any person any salary or wages for services as

an officer or employe of such city, unless such person is occupying an office or place of employment according to the provisions of law and is entitled to payment therefor.

Sec. 33. Compelling Testimony of Witnesses. Production of Books and Papers. Any person who shall be served with a subpoena to appear and testify or to produce books and papers, issued by the commission or by any commissioner or by any board or person acting under the orders of the commission in the course of an investigation conducted either under the provisions of Section 12 or Section 14 of this act, and who shall refuse or neglect to appear or to testify, or to produce books and papers relevant to said investigation, as commanded in such subpoena, shall be guilty of a misdemeanor, and shall, on conviction, be punished as provided in Section 34 of this act. The fees of witnesses for attendance and travel shall be the same as the fees of witnesses before the circuit courts of this state, and shall be paid from the appropriations for the expenses of the commission. Any circuit court of this state, or any judge thereof, either in term time or vacation, upon application of any such commissioner or officer or board, may in his discretion compel the attendance of witnesses, the production of books and papers, and giving of testimony before the commission, or before any such commissioner, investigating board or officer, by attachment by contempt or otherwise, in the same manner as the production of evidence may be compelled before said court. Every person who, having taken an oath or made affirmation before a commissioner or officer appointed by the commission, authorized to administer oaths, shall swear or affirm willfully, corruptly and falsely shall be guilty of perjury, and upon conviction shall be punished accordingly.

Sec. 34. Penalties. Any person who shall willfully, or through culpable negligence, violate any of the provisions of this act, or any rule promulgated in accordance with the provisions thereof, shall be guilty of a misdemeanor, and shall, on conviction thereof, be punished by a fine of not less than fifty dollars and not exceeding one thousand dollars, or by imprisonment in the county jail for a term not exceeding six months, or both such fine and imprisonment in the discretion of the court.

Sec. 35. Penalties—Disqualification from Holding Office. If any person shall be convicted under the next preceding section, any public office or place of public employment which such person may hold shall, by force of such conviction, be rendered vacant, and such person shall be incapable of holding any office or place of public employment for the period of five years from the date of such conviction.

Sec. 36. What Officers to Prosecute. Prosecution for violations of this act may be instituted either by the attorney general, the state's attorney for the county in which the offense is alleged to have been committed, or by the commission acting through special counsel.

Such suits shall be conducted and controlled by the prosecuting officers who institute them, unless they request the aid of other prosecuting officers.

Sec. 37. **Repeal.** All laws or parts of laws which are inconsistent with this act, or any of the provisions thereof, are hereby repealed.

Sec. 38. **Adoption.** The electors of any city now existing, or hereafter existing in this state, may adopt and become entitled to the benefits of this act in the following manner: Whenever one thousand of the legal voters of such city, voting at the last preceding election, shall petition the judge of the county court of the county in which such city is located, to submit to a vote of the electors of such city the proposition as to whether such city and the electors thereof shall adopt and become entitled to the benefits of this act, it shall be the duty of such county court to submit such proposition accordingly at the next succeeding general state, county or city election, and if such proposition is not adopted at such election the same shall in like manner be submitted to a vote of the electors of such city by such county court upon like application at any general state, county or city election thereafter, and an order shall be entered of record in such county court submitting such proposition as aforesaid.

If one thousand shall exceed one-eighth of the legal voters of any such city voting at the last preceding election, then such petition or application need not be signed or made by more than one-eighth of the legal voters of such city voting at the last preceding election.

Sec. 39. **Notice of Election.** The judge of such county court shall give at least ten days' notice of the election at which such proposition is to be submitted by publishing such notice in one or more newspapers published within such city for at least five times, the first publication to be at least ten days before the day of the election; and if no newspaper is published in such city, then by posting at least five copies of such notice in each ward at least ten days before such election. Such election shall be held under the election law in force in such city, except as herein otherwise provided. The proposition so to be voted for shall appear in plain, prominent type at the head of every ticket, and preceding the names of persons to be voted upon for any office at such election. If a majority of the votes cast upon such proposition shall be for such proposition this act shall thereby be adopted by such city, and the mayor shall thereupon issue a proclamation declaring this act in force in such city.

Sec. 40. **Emergency.** Whereas, an emergency exists for the immediate taking effect of this act, therefore it shall be in force from and after its passage.

CIVIL SERVICE RULES

AS AMENDED, AND IN FORCE
AND EFFECT ON MAY 18, 1914

RULE I.

CLASSIFICATION.

Section 1. **Classification of Service.** All offices and places of employment in the city of Chicago, except those exempted by law from the provisions of the city civil service act, are hereby classified into classes and grades. Said offices and places of employment are placed into classes according to the general line and character of work involved in the respective duties thereof. Within each class there are hereby established grades, each grade comprising offices and places having duties of substantially similar authority, importance and responsibility.

Sec. 2. **Schedules of Classes, Grades and Groups.** The schedule of classes and grades within classes in the classified service, and the title and limits of compensation prescribed for each office or place of employment, shall conform to a classification schedule which shall be known as Schedule "A," and which the Commission shall establish and maintain by record made in its minutes, according to the following:

(a) **Class A—Medical Service.** Positions the duties of which require training and ability in the medical profession or some branch thereof.

Grade I: Positions the duties of which require some skill and accuracy and a general training, but not necessarily much practical experience.

Grade II: Positions the duties of which require training, experience and ability, involving fixed responsibility, but not supervisory.

Grade III: Positions the duties of which are supervisory, involving independent judgment and accountability for the work of others. Also positions the duties of which require a high order of specialized knowledge, but not necessarily supervisory.

Grade IV: Positions the duties of which are supervisory, involving accountability for the whole or part of a principal branch of

a department, as principal assistant to the person in the Grade V position at the head of such branch, and requiring expert knowledge. Also positions the duties of which require a high order of specialized knowledge and professional ability, but not necessarily supervisory.

Grade V: Positions the duties of which are administrative, requiring special qualifications and recognized expert knowledge, and involving responsibility for the work of a principal branch of a department.

Grade VI: Positions the duties of which are executive and administrative, involving responsibility for the work of the entire department, under the direction of the head of such department.

(b) Class B—**Engineering Service.** Positions the duties of which require training and ability in civil, mechanical, electrical or chemical engineering, architecture or related technical work.

Grade I: Positions the duties of which require some skill and accuracy and a general training, but not necessarily much practical experience.

Grade II: Positions the duties of which require training, experience and ability, involving fixed responsibility; may or may not be supervisory.

Grade III: Positions the duties of which are supervisory, involving independent judgment and accountability for the work of others and for a definite part of an engineering work. Also positions requiring a high order of specialized knowledge and professional ability, but not necessarily supervisory.

Grade IV: Positions the duties of which are administrative, requiring special qualifications and recognized expert knowledge, and involving responsibility for the work of a minor department, under the head thereof, or entire responsibility for a division or minor bureau.

Grade V: Positions the duties of which are executive and administrative, involving entire responsibility for an important department or bureau, either independently or directly under the head or heads of such department or bureau.

(c) Class C—**Clerical Service.** Positions of persons rendering clerical service or service in connection with general office work or management which does not require knowledge of any of the specialties included in other classes.

Grade I: Positions the duties of which are of general routine.

Grade II: Positions the duties of which require some skill and accuracy, but not necessarily much practical experience, involving simple office routine.

Grade III: Positions the duties of which require skill and accuracy and some experience, involving routine work.

Grade IV: Positions the duties of which require training, experience

and ability, involving fixed responsibility; may or may not be supervisory.

Grade V: Positions the duties of which are supervisory, involving independent judgment and accountability for the work of others.

Grade VI: Positions the duties of which are supervisory, requiring special knowledge and involving independent judgment and accountability for all the work of a clerical section or minor division of a department. Also positions the duties of which require a high order of specialized knowledge, experience and ability, but not necessarily supervisory.

Grade VII: Positions the duties of which are administrative, requiring special qualifications and involving responsibility for the clerical work of an entire department, under the direction of the head thereof, or for the work of a division or minor bureau of such department. Also positions the duties of which are supervisory, requiring recognized expert knowledge, experience and ability.

Grade VIII: Positions the duties of which are executive and administrative, involving responsibility for an entire department, either independently or directly under the head or heads of such department, or for an entire bureau.

(d) Class D—**Police Service.** Positions in the uniformed or detective forces of the Department of Police.

Grade I: The following positions are hereby classified in Class D,
Grade I:

Patrolman.
Police chauffeur.
Police driver.
Police messenger.
Policewoman.

Grade II: The following positions are hereby classified in Class D,
Grade II:

Second-class detective sergeant.
Sergeant.

Grade III: The following positions are hereby classified in Class D,
Grade III:

First-class detective sergeant.
Lieutenant.
Lieutenant of detectives.

Grade IV: The following positions are hereby classified in Class D,
Grade IV:

Captain.
Chief of detectives.

Grade V: The following position is hereby classified in Class D,
Grade V:

First deputy superintendent of police.

(e) Class E—**Operating Engineering Service.** Positions the duties of which require training and ability in the operation or maintenance of equipment for the production of heat, light or power, or in work relating thereto.

Branch a includes positions in all departments except the Board of Education.

Branch b includes only the positions under the Board of Education.

BRANCH a.

Positions in this service shall be graded according to (1) the experience and ability required by the duties to be performed, or (2) the degree of responsibility of the positions and the order of the plant to which they are attached. For this purpose plants are divided into four orders as follows:

1st Order: Water pumping stations of over 600 water horse power, sewage pumping stations of over 400 water horse power, and the plants of the Chicago Public Library and City Hall.

2nd Order: Water pumping stations of between 300 and 600 water horse power, sewage pumping stations of between 150 and 400 water horse power, and the plant of the House of Correction.

3rd Order: Water pumping stations of less than 300 water horse power, sewage pumping stations of less than 150 water horse power.

4th Order: Minor steam, electrical or heating plants, such as those of police stations.

Grade I: Positions the duties of which involve the general care of a plant of any order, or may involve responsibility for the operation of a portion of such plant.

Grade II: Positions of assistants in plants of the 3rd Order, the duties of which involve complete charge during a definite period or watch, and positions which are of the same standard of importance.

Grade III: Positions the duties of which involve complete responsibility for plants of the 3d Order. Also positions of assistants in plants of the 2nd Order, whose duties involve complete charge during a definite period or watch, and positions which are of the same standard of importance.

Grade IV: Positions the duties of which involve complete responsibility for plants of the 2nd Order. Also positions of assistants in plants of the 1st Order, whose duties involve complete charge during a definite period or watch, and positions which are of the same standard of importance.

Grade V: Positions the duties of which involve complete responsibility for plants of the 1st Order.

BRANCH b.

Grade I: Positions the duties of which involve the care of the building or buildings of a school, and the operation of its mechanical equipment.

Grade II: Positions the duties of which are supervisory, involving independent judgment and accountability for the work of others in the operation or installation of mechanical equipment and the care of school property in a definitely assigned district.

Grade III: Positions the duties of which are administrative, involving responsibility for the work of an entire bureau, either independently or under the head of such bureau.

(f) Class F—**Fire Service.** Positions in the uniformed service of the Fire Department.

Grade I: The following positions are hereby classified in Class F,
Grade I:

Assistant fire engineer.

Driver.

Pipeman.

Stoker.

Truckman.

Grade II: The following positions are hereby classified in Class F,
Grade II:

Fire engineer.

Lieutenant.

Marine engineer.

Pilot.

Grade III: The following position is hereby classified in Class F,
Grade III:

Captain.

Grade IV: The following position is hereby classified in Class F,
Grade IV:

Chief of battalion.

Grade V: The following positions are hereby classified in Class F,
Grade V:

Sixth assistant fire marshal.

Fifth assistant fire marshal.

Fourth assistant fire marshal.

Third assistant fire marshal.

Second assistant fire marshal.

First assistant fire marshal.

(g) Class G—**Library Service.** Positions connected with the administration of public libraries, and requiring training and ability in library methods.

Grade I: Positions the duties of which require some skill and accuracy and a general training, but not necessarily much experience, and involving responsibility.

Grade II: Positions the duties of which require training, experience and ability, which may or may not be supervisory, and involving a higher degree of responsibility than Grade I positions.

Grade III: Positions the duties of which are supervisory, involving accountability for the work of others. Also positions which require the exercise of independent judgment in the performance of specialized or expert duties, but not necessarily supervisory.

Grade IV: Positions the duties of which are supervisory, involving accountability for the work of others in a larger branch or section than in the case of Grade III positions. Also positions the duties of which require a higher order of specialized knowledge than in the case of Grade III positions, but not necessarily supervisory.

Grade V: Positions the duties of which are administrative, requiring special qualifications and recognized expert knowledge, and involving responsibility for the work of an entire bureau or division.

Grade VI: Positions the duties of which are executive and administrative, involving responsibility for the work of an entire department, under the head or heads of such department, and requiring the highest order of expert knowledge in technical library methods.

(h) **Class H—Inspection Service.** Positions the duties of which relate to inspection (whether of work, materials or conditions) which do not require knowledge of any of the specialties included in other classes.

Positions in this service shall be graded according to (1) the kind and importance of inspection work, and (2) the degree of responsibility involved. For purpose of grading, all inspection work is divided into three orders, as follows:

1st Order: Work which involves the exercise of independent judgment in the inspection and supervision of operations, activities or conditions, and requires a technical knowledge of the principles of design and construction underlying the same, as well as training, skill and experience.

2nd Order: Inspection work which involves the exercise of independent judgment in passing on the quality of materials, workmanship or special conditions, and requires skill, experience and specialized knowledge.

3rd Order: Inspection work which involves the observation of conditions and requires skill and experience, but no specialized knowledge.

Grade I: Positions the duties of which involve inspection work of the 3rd Order. Also positions of assistants or helpers on inspection work of the 2nd and 1st Orders.

Grade II: Positions the duties of which involve inspection work of the 2nd Order.

Grade III: Positions the duties of which involve inspection work of the 1st Order. Also positions the duties of which are supervisory, involving accountability for the work of inspectors doing inspection work of the 3rd and 2nd Orders.

Grade IV: Positions of principal assistant to the head of a department or principal branch thereof, the duties of which are supervisory, involving accountability for the entire department or branch, under the direction of the head of such department or branch. Also positions the duties of which are supervisory, involving complete charge of an entire line of inspection work of the 1st Order.

Grade V: Positions the duties of which are administrative, involving responsibility for the work of an entire bureau or division, and requiring the highest order of expert knowledge.

(i) **Class I—Supervising Service.** Positions the duties of which are chiefly supervisory, involving accountability for the maintenance of public property, for the work of public employes, or for the custody of public charges, but not requiring knowledge in any of the specialties included in other classes.

Grade I: Positions the duties of which include the care of public property or public charges, involving a fixed responsibility, but not necessarily the exercise of independent judgment.

Grade II: Positions the duties of which are supervisory, involving accountability for the work of persons in Grade I positions, or for the care or custody of public property or public charges, and requiring the exercise of independent judgment. Also positions of principal assistant to persons in Grade III positions.

Grade III: Positions the duties of which involve accountability for public employes in a specialized division of work or in a given territorial district, or for the care and custody of public buildings.

Grade IV: Positions the duties of which are administrative, requiring special qualifications and involving responsibility for the work of an important bureau or division under the head thereof, or entire responsibility for a minor bureau or division.

Grade V: Positions the duties of which are executive and administrative, involving responsibility for an entire department, either independently or directly under the head or heads of such department, or for an important bureau.

(k) **Class K—Skilled Labor Service.** Positions requiring knowledge of a trade, craft or useful art, or requiring special manual or mechanical skill, or involving the supervision of skilled or unskilled laborers, and not included in other classes.

Grade I: Positions the duties of which require ability in a trade, craft or useful art, but do not necessarily involve the exercise of independent judgment.

Grade II: Positions the duties of which require the exercise of independent judgment in the practice or pursuit of a trade, craft or useful art, requiring special manual or mechanical skill, but not regularly involving the supervision of work of more than one helper or assistant. Also positions the duties of which are supervisory, involving accountability for the work of a gang or a crew of unskilled laborers, or as assistant to the person in Grade III position.

Grade III: Positions the duties of which are administrative, requiring special qualifications and involving responsibility for the work of one or more gangs or crews of skilled or unskilled laborers or for the work of an entire division. Also positions the duties of which require a high order of specialized knowledge and ability in a trade, craft or useful art, but not necessarily supervisory.

(1) **Class L.—Labor Service.** Positions of persons rendering labor service, specialized or general, where a choice by competition is impracticable. Grades or ranks shall not be provided or recognized in this service.

Branch a: Positions in which the service is general and common.

Branch b: Positions in which the service is specialized.

Sec. 3. Grades of Service. The Commission shall from time to time, by an order recorded in its minutes, specify the classes and grades in which the various offices and places of employment shall be classified. The terms "rank" and "grade" in the civil service act in these rules shall be considered synonymous. The grade of an officer or employe shall not be changed except by examination under these rules. Whenever the duties of an office or place classified as provided in the foregoing sections of this rule are changed so that they differ substantially from the duties prescribed when such office or place was originally classified, and from the duties of other positions in the grade with it as so classified, such change of duties shall operate to abolish such office or place and to create a new position, and the Commission shall proceed to classify such office or place in accordance with Section 6 of this rule and to fill the same by examination and certification or by certification from an existing eligible list. A change in compensation applying to all positions of the same general character of duties and in the same grade shall not affect the status of employes in such grade.

Sec. 4. Salary Groups. Where minimum and maximum limits of compensation for each office or place of employment in a single class and grade of service are prescribed, such compensation limits shall be provided and specified by groups in schedules set forth in this rule. Where grades are divided into salary groups, appointment

to an office or place of employment in such grades, from either original or promotion registers, to any one department shall in every case be made at the lowest compensation, except as provided under Section 1, Rule IX. Advancement shall be from group to group within a grade, and shall be made on the basis of efficiency and seniority in the position in such department, provided the duties of such office or place be not changed, and provided further that service by actual employment in the group from which advancement is made shall cover at least the period specified under the schedules in this rule and in accordance with Rule IX.

Sec. 5. Titles. Titles for each position in the classified service shall be as nearly as possible descriptive of the general duties attached thereto and indicative of the grade, and shall be the same for all offices and places requiring the same kind of service, regardless of location of employment. Titles so prescribed shall not be changed except by order of the Commission, upon a statement in writing from the department head setting forth the reasons why such change should be made. Such titles shall be used to designate the office or place in all the reports to and records of the Commission, and on all pay-rolls or accounts submitted to the Commission for certification.

Sec. 6. New Positions. Whenever any new office or place of employment is created, report of such action shall be made immediately to the Commission by the department head, setting forth a statement of the general duties and other matters affecting the character and grade of such position. Upon receipt of such report the Commission shall promptly investigate and determine whether such office or place is, in fact, new and has been created properly. No office or place shall be considered new unless the duties thereof are found by the Commission to be substantially different from those of every other existing position in the classified service. When the Commission shall find an office or place to be, in fact, new and properly created, it shall, by an order recorded in its minutes, specify the class and grade in which such position shall be placed.

RULE II.

APPLICATIONS.

Section 1. Filing Applications. The Commission, in calling any examination, shall fix the period within which applications will be received from persons desirous of taking such examinations, and such period shall in no case be less than two weeks. The notice thereof shall be posted in the office of the Commission, and the final date of such period shall be published in the advertisement of such examination; provided, however, that applications for positions in Class L, Labor service, will be received at any time. Any person shall be admitted to examination for any position who has filed an application for such position within the period prescribed in

the notice thereof, and upon the form or blank furnished by the Commission, and whose application has not been barred by the Commission for cause under the provisions of these rules. Defective applications may be amended, but all applications and certificates shall be retained by the Commission. Applicants will be required to comply with the laws and ordinances in any way affecting employment in the positions for which they apply. In the case of applications for positions in Class L, Labor service, the application may be filled out by a person other than the applicant and signed with the mark of the applicant duly witnessed. Any cards or notices filed for future examinations may be cancelled after one year.

Sec. 2. Residence. No person shall be admitted to examination for any position in the classified service who has not been an actual resident of the city of Chicago for at least one year next preceding date of examination; provided, however, that in examinations for offices or places requiring technical, professional or scientific knowledge and experience or manual skill of a high order, this rule may be waived by the Commission by an order entered in its minutes.

Sec. 3. Age. Male applicants for original entrance examination, except as provided in Sections 11 and 13 of Rule III, must not be less than twenty-one years of age, and female applicants not less than eighteen years of age; provided, however, that persons of sixteen years of age or over may apply for employment in the lower grade clerical position, such as page (who must be not less than 5 feet 6 inches in height in bare feet), office attendant and any others that the Commission may from time to time include, by order entered in its minutes, and by stating the age limits prescribed in the notice of examination for such positions; provided, further, that applicants for the position of messenger must be not less than eighteen years of age.

Sec. 4. Character and Fitness of Applicants. Every applicant must furnish proof of good character, temperate habits, sound health and physical ability to perform the duties of the position to which he seeks appointment. Proof produced at any time to the Commission of the physical disability or incapacity, or of the bad character, dissolute habits, immoral conduct or of dismissal for good cause from the public service, of any applicant or eligible shall be deemed sufficient cause to exclude him from examination or for removal from an eligible register.

Sec. 5. Special Qualifications. In the case of applicants for examination for positions requiring technical, professional or scientific knowledge and experience, or for positions the duties of which require special qualifications, the Commission may demand evidence of a satisfactory degree of education, training or experience, and may demand such certificates of competency or licenses as the laws and ordinances may require for the practice of the profession, art or trade involved.

Sec. 6. **False Statements.** Fraudulent conduct or false statements by an applicant, or by others with his connivance, in any application or examination, shall be deemed cause for the exclusion of such applicant from an examination, or for removal of his name from the eligible register, or for discharge from the service after certification; provided, that the name of no person shall be removed from a register of eligibles, nor shall any person be dismissed from the service under this section, without first having an opportunity to be heard in his own behalf.

Sec. 7. **Ex-Soldiers.** Applicants for any examination desiring to receive the benefits conferred by the civil service act upon persons who were engaged in the military or naval service of the United States during the years 1861, 1862, 1863, 1864 or 1865, shall present to the Commission, with their applications, satisfactory evidence of honorable discharge from such service.

RULE III.

EXAMINATIONS.

Section 1. **Examinations Competitive.** All examinations for offices and places of employment except positions in Class L, Labor service, held under the provisions of the civil service act and of these rules, shall be competitive and shall be conducted under the direction of the Commission, which may designate and appoint special examiners as may be required.

Sec. 2. **Subjects, Weights and General Averages.** Each examination shall embrace certain subjects, to which weights shall be assigned, the weight given to each subject to represent its relative value in ascertaining the fitness of applicants. Each subject of examination shall be rated independently by the examiners. The examiners' rating on the scale of 100 on each subject separately shall be multiplied by the weight assigned to such subject. The resulting products shall be added and the total product divided by the total weights of all subjects in the examination. The resulting quotient is the general average which shall be used in determining the order in which the name of the candidate shall appear upon the eligible register.

Sec. 3. **Eligible Registers.** The proficiency of applicants in each of the subjects of examination shall be rated on a scale of 100, which shall represent the maximum possible attainment, and the name of no person shall be entered on the eligible register resulting from an examination whose general average shall be less than 70 per cent of complete proficiency in the subjects of examination, taken as a whole. The names of eligibles shall be entered in the order of their average percentages, on the proper register of eligibles; provided, that the names of all veterans of the Civil War who have attained a standing sufficient to entitle them to be placed on the eligible list shall

be placed at the head of the list in order of their relative standing; and provided, further, that whenever two or more eligibles shall have the same average percentage, priority in time of filing of application shall determine their respective standing on the eligible list. The names of eligibles to positions in Class L, Labor service, shall be registered in accordance with the provisions of Rule XI. Applicants whose names are placed upon an eligible register shall notify the Commission of any change of address while their names remain on such register, or while they are employed by the city or awaiting reinstatement.

Sec. 4. Expiration of Lists. Eligible lists shall expire by limitation of time in two years and one day from date of posting thereof, unless the Commission, before the expiration of such time on any list, shall order otherwise.

Sec. 5. Review of Examination. No examination or papers connected therewith shall be subject to review after the posting of an eligible list resulting therefrom, except that the Commission may correct clerical errors of examiners at any time before the cancellation of such list; provided, however, that no persons theretofore certified from such list shall be displaced by reason of such correction. Examination papers of any examination shall be preserved during the life of an eligible list resulting therefrom.

Sec. 6. Scope of Subjects. Under the subject termed "Experience" the candidate shall be required to give his age, education, training and a concise statement of his experience, with names of former employers, dates and a description of the work performed. Under the subject termed "Special Subject" the candidate shall be examined in such matters as are involved in the duties of the position to be filled, and such subject may include an oral test or ocular demonstration, or both. In examinations for positions in the skilled labor service (Class K), candidates may be examined as to their knowledge of a trade, craft or useful art, by a practical test. The weight of such practical test shall be fixed by the Commission prior to the examination; provided, that such weight shall be deducted from the weight given to the subject termed "Special Subject" in such examination. Under the subject termed "Educational" the candidate shall be tested as to his knowledge and ability in spelling, penmanship, arithmetic or mathematics, English, geography, civil government, general information, or any or all of these. Under the subject termed "Report" the candidate shall be required to write a report upon an assumed state of facts, and in grading this subject one-half of its weight may be assigned to composition where it is practicable. Under the subject termed "Physical" the candidate shall be tested as to his physique, bodily condition, health, muscular strength and agility. Where a physical test is not included in the following schedules such test may be added as a subject, and the weight thereof shall be fixed by the Commission prior to the examination; pro-

vided, however, that the weight given to such subject shall not exceed one-fifth of the total weight, and shall be deducted from the weight given to the subject termed "Special Subject" in such examination.

Sec. 7. **Medical and Physical Examination.** The Commission may determine by medical and physical examination whether applicants for any position possess the prescribed standards of health and physique. The result of such medical examination shall be considered only in determining the fitness of applicants to be examined further, and shall not be a factor in determining general average. The Commisison may, however, establish tests of physical strength and condition as a subject in examination, and give weight thereto, as provided in Section 6 of this rule. Where positions require special physical fitness the Commission may cause a special investigation and examination of eligibles to be made to determine whether they continue to possess the same.

Sec. 8. **Schedule of Subjects and Weights.** The subjects and respective weights in original entrance examinations for any office or place shall conform to the schedules prescribed in Sections 9 to 18, inclusive, in this rule. Where a schedule of subjects and weights is not established by these rules the Commission shall fix a table thereof for any examination at least two weeks prior to the holding of such examination, and record of such action shall be made in the minutes of the Commission.

Sec. 9. **Class A—Medical Service.** (a). Grade I:

| | |
|-----------------------|--|
| Special Subject | Weight of 4 |
| Educational..... | { Spelling½ Penmanship½ Arithmetic 1 } |
| Experience | |
| Report | |
| | Weight of 2 |
| | Weight of 3 |
| | Weight of 1 |

(b) Grade II and above:

| | |
|-----------------------|-------------|
| Special Subject | Weight of 5 |
| Experience | Weight of 3 |
| Report | Weight of 2 |

Sec. 10. **Class B—Engineering Service.** (a). For positions in Grade I and Grade II:

| | |
|-----------------------|-------------|
| Special Subject | Weight of 5 |
| Mathematics | Weight of 2 |
| Experience | Weight of 2 |
| Report | Weight of 1 |

(b) For positions in Grade III and above:

| | |
|-----------------------|-------------|
| Special Subject | Weight of 5 |
| Experience | Weight of 3 |
| Mathematics | Weight of 1 |
| Report | Weight of 1 |

Sec. 11. Class C—**Clerical Service.** (a) For positions in Grade I to Grade III inclusive, requiring special knowledge, and for all positions requiring knowledge of stenography and typewriting:

Special Subject Weight of 4

Education $\left\{ \begin{array}{l} \text{Spelling 1} \\ \text{Penmanship } \frac{1}{2} \\ \text{Civil Government.... } \frac{1}{2} \\ \text{Arithmetic 1} \end{array} \right\}$ Weight of 3

Report Weight of 1

Experience Weight of 2

(b) For positions other than specified in (a), in Grade 1 to Grade III, inclusive:

Special Subject Weight of 3

Educational..... $\left\{ \begin{array}{l} \text{Spelling 2} \\ \text{Penmanship 1} \\ \text{Civil Government.... 1} \\ \text{Arithmetic 2} \end{array} \right\}$ Weight of 6

Experience Weight of 1

(c) For position in Grade IV and above, except such positions as require knowledge of stenography and typewriting, as hereinbefore provided:

Special Subject Weight of 4

Experience Weight of 3

Educational..... $\left\{ \begin{array}{l} \text{Arithmetic 1} \\ \text{Civil Government.... } \frac{1}{2} \\ \text{General information. } \frac{1}{2} \end{array} \right\}$ Weight of 2

Report Weight of 1

Sec. 12. Class D—**Police Service.** (a) For patrolman:

Special Subject .. $\left\{ \begin{array}{l} \text{Rules and regula-} \\ \text{tions* 3} \\ \text{City information.... 1} \end{array} \right\}$ Weight of 4

Physical..... $\left\{ \begin{array}{l} \text{Tests of agility and} \\ \text{muscular strength.. 2} \\ \text{Inspection 1} \end{array} \right\}$ Weight of 3

Educational..... $\left\{ \begin{array}{l} \text{Spelling 0.5} \\ \text{Penmanship 0.5} \\ \text{Geography and Civil} \\ \text{Government 0.5} \\ \text{Arithmetic 0.5} \end{array} \right\}$ Weight of 2

Experience Weight of 1

*Note.—Each applicant for police service may, upon request, receive from the Civil Service Commission a pamphlet containing necessary information on rules and regulations, upon application at the office of the Commission, or at the place of holding the medical and physical examinations.

(b) For policewoman:

Special SubjectWeight of 3

ExperienceWeight of 3

Educational..... $\left\{ \begin{array}{l} \text{City information and} \\ \text{Civil Government. 1} \\ \text{Arithmetic0.5} \\ \text{Spelling0.5} \end{array} \right\}$ Weight of 2

PhysicalWeight of 1

ReportWeight of 1

Grading on inspection shall be judgment marks based upon applicant's carriage and manly qualities as shown in his appearance before the medical examiners, and in his work in the physical examination. The markings shall be made at the time of the medical and physical examination by the examiners appointed by the Commission for that purpose. Such markings shall be averaged, and the rating thus obtained shall be the final grading on that subject.

For secret service men, policewomen, police drivers, police chauffeurs and police messengers, the subjects and weights shall be fixed prior to examination, and foreign language tests may be included if necessary.

Except in cases of secret service men, policewomen, police drivers, police chauffeurs and police messengers, original appointment to the police force shall be as patrolmen. In addition to the requirements of Rule II, applicants for positions of patrolmen, at the time of examination must be between 24 and 34 years of age, not less than 5 feet 8 inches in height (in bare feet), of weights and measurements falling within the limits below prescribed, and must be physically qualified to sustain the labors and exposures of a patrolman, as determined by the medical examiner and physical examiner appointed by the Commission; provided, however, that applicants who have had previous experience in the service may, in the discretion of the Commission, be permitted to take such examination, and be given credit for not exceeding five years upon maximum age limit for time actually served in the department.

The physical schedule for patrolmen shall be as follows:

| Height | Minimum Weight | Maximum Weight | Minimum Circumference of Chest, Quiescent |
|-----------------|----------------|----------------|---|
| 5 feet 8 inches | 145 pounds | 185 pounds | 35 inches |
| 5 " 9 " | 150 " | 190 " | 35½ " |
| 5 " 10 " | 155 " | 195 " | 36 " |
| 5 " 11 " | 160 " | 205 " | 37 " |
| 6 " " | 165 " | 210 " | 37½ " |
| 6 " 1 " | 170 " | 215 " | 38 " |
| 6 " 2 " | 175 " | 225 " | 39 " |
| 6 " 3 " | 180 " | 230 " | 40 " |
| 6 " 4 " | 185 " | 235 " | 41 " |

Applicants for the position of patrolman whose weight is less than 145 pounds and more than 235 pounds shall be rejected. Applicants shall have a chest expansion of not less than three inches.

Secret service man: Applicants for position as secret service man at the time of examination must be between 24 and 34 years of age. There shall be no restriction as to height or weight, but applicants must successfully pass a medical examination and meet such physical standards and tests as shall be prescribed by the Commission.

Police driver, police chauffeur, police messenger: Applicants for position as police driver or police chauffeur must be between 24 and 34 years of age at the time of examination. Applicants for position as police messenger must be between 21 and 34 years of age at the time of examination. The physical schedule for police driver, police chauffeur or police messenger shall be as follows:

| Height | Minimum Weight | Maximum Weight | Minimum Circumference of Chest, Quiescent |
|-----------------|----------------|----------------|---|
| 5 feet 5 inches | 130 pounds | 165 pounds | 33 inches |
| 5 " 6 " | 135 " | 170 " | 33½ " |
| 5 " 7 " | 140 " | 175 " | 34 " |
| 5 " 8 " | 145 " | 180 " | 35 " |
| 5 " 9 " | 150 " | 185 " | 35½ " |
| 5 " 10 " | 155 " | 190 " | 36 " |
| 5 " 11 " | 160 " | 200 " | 37 " |

Policewoman: At the time of examination applicants must be not less than 30 nor more than 45 years of age, not less than 5 feet nor more than 5 feet 9 inches in height (in bare feet), weighing not less than 115 pounds nor more than 180 pounds, and with weight and measurement proportionate to height. The applicant must pass a medical examination and meet such physical standards and tests as shall be prescribed by the Commission.

Sec. 13. Class E—**Operating Engineering Service.** All grades:

- Special SubjectWeight of 5
- ExperienceWeight of 3
- ArithmeticWeight of 1
- ReportWeight of 1

Sec. 14. Class F—**Fire Service.** For pipeman and truckman:

- Physical.....

Tests of agility and muscular strength. 4

Inspection 2

Weight of 6
- Educational.....

Arithmetic 1

Spelling0.5

Penmanship0.5

Weight of 2

| | | |
|--------------------|-------------------------------------|---------------|
| Special Subject... | { Rules and regula- tions* | { Weight of 2 |
|--------------------|-------------------------------------|---------------|

In examination for driver a practical test shall be added to the above schedule and given a weight of 5.

Grading on inspection shall be judgment marks based upon applicant's carriage and manly qualities, as shown in his appearance before the medical examiners and in his work in the physical examination. The markings shall be made at the time of the medical and physical examinations, by the examiners appointed by the Commission for that purpose. Such markings shall be averaged, and the rating thus obtained shall be the final grading on that subject.

For assistant engineer, marine pilot, marine engineer and stoker:

| | |
|-----------------------|--|
| Physical | Weight of 2 |
| Special Subject | Weight of 5 |
| Experience | Weight of 1 |
| Educational..... | { Spelling 1/2 Penmanship 1/2 Arithmetic 1 } Weight of 2 |

Original appointments to the uniformed force of the Fire Department shall be in the lowest grades in the several branches of the service. Applicants, in addition to the requirements specified in Rule II, at the time of the examination must be between the ages of 21 and 30 years, not less than 5 feet 8 inches in height (in bare feet), possess weight and measurements in accordance with the table given below, and must be physically qualified to sustain the labors and exposures of the fire service, as determined by the medical examiner and physical examiner appointed by the Commission; provided, however, that applicants who have had previous experience in the service may, in the discretion of the Commission, be permitted to take examination and be given credit for not exceeding five years upon maximum age limit for time actually served in the department. Engineers, assistant engineers, stokers and drivers in actual service in the department may be permitted to take any original entrance examination to the fire service, provided that the age of such applicant shall not exceed 42 years; and provided further, that in examinations for pipeman and truckman the requirements as to minimum height and weight shall not apply to such applicants as are otherwise eligible.

In examinations for marine pilot and marine engineer for fire boats, the fire schedule as to age, height and weight may be waived, but the age shall not exceed 45 years.

*Note.—Each applicant for fire service may, upon request, receive from the Civil Service Commission a pamphlet containing the necessary information on rules and regulations, upon application at the office of the Commission or at the place of holding the medical and physical examinations.

The physical schedule for applicants for the fire service, except as hereinbefore provided, shall be as follows:

| Height | Minimum Weight | Maximum Weight | Minimum Circumference of Chest, Quiscent |
|-----------------|----------------|----------------|--|
| 5 feet 8 inches | 150 pounds | 190 pounds | 35 inches |
| 5 " 9 " | 155 " | 195 " | 35½ " |
| 5 " 10 " | 160 " | 200 " | 36 " |
| 5 " 11 " | 165 " | 205 " | 37 " |
| 6 " | 170 " | 215 " | 37½ " |
| 6 " 1 " | 175 " | 220 " | 38 " |
| 6 " 2 " | 180 " | 230 " | 39 " |
| 6 " 3 " | 185 " | 235 " | 40 " |
| 6 " 4 " | 190 " | 240 " | 41 " |
| 6 " 5 " | 195 " | 250 " | 42 " |

Weight less than 150 pounds and greater than 250 pounds shall be rejected. Applicants shall have a chest expansion of not less than 3 inches.

Sec. 15. Class G—Library Service. All grades:

- Special SubjectWeight of 5
- Educational (penmanship)Weight of 1
- ExperienceWeight of 3
- ReportWeight of 1

Sec. 16. Class H—Inspection Service. All grades:

- Special SubjectWeight of 4
- Educational.....
 - Penmanship 1
 - Arithmetic 1Weight of 2
- ExperienceWeight of 3
- ReportWeight of 1

Sec. 17. Class I—Supervising Service. (a) For positions in Grade 1 (except as hereinafter provided) to Grade III, inclusive:

- Special SubjectWeight of 4
- Educational.....
 - Spelling0.5
 - Penmanship0.5
 - Arithmetic1.0Weight of 2
- ExperienceWeight of 3
- ReportWeight of 1

(b) Guard, Grade I:

- Special SubjectWeight of 4
- Educational.....
 - Spelling0.5
 - Penmanship0.5
 - Arithmetic1.0Weight of 2
- ExperienceWeight of 1

| | | |
|---------------|--|-------------|
| Physical..... | $\left\{ \begin{array}{l} \text{Tests of agility and} \\ \text{muscular strength.. 2} \\ \text{Inspection 1} \end{array} \right\}$ | Weight of 3 |
|---------------|--|-------------|

Applicants for the position of guard, Grade I, shall conform to the requirements as to physical standards applying to applicants for appointment as patrolman, Police service, as specified in Section 11 of this rule.

(c) Grade IV and above:

| | |
|-----------------------|-------------|
| Special Subject | Weight of 5 |
| Educational | Weight of 1 |
| Experience | Weight of 3 |
| Report | Weight of 1 |

Sec. 18. Class K—**Skilled Labor Service.** (a) For positions of foreman, assistant foreman and other positions requiring making of reports:

| | | | | | |
|-----------------------|---|------------------|-----|------------------|-----|
| Special Subject | Weight of 5 | | | | |
| Report | Weight of 1 | | | | |
| Experience | Weight of 3 | | | | |
| Educational..... | <table><tr><td>Penmanship</td><td>0.5</td></tr><tr><td>Arithmetic</td><td>0.5</td></tr></table> | Penmanship | 0.5 | Arithmetic | 0.5 |
| Penmanship | 0.5 | | | | |
| Arithmetic | 0.5 | | | | |
| | Weight of 1 | | | | |

(b) For positions other than those specified in (a):

| | |
|-----------------------|-------------|
| Special Subject | Weight of 5 |
| Experience | Weight of 3 |
| Physical test | Weight of 2 |

RULE IV.

REQUISITION AND CERTIFICATION.

Section 1. **Vacancies and Requisition.** Whenever a vacancy in the classified service occurs the appointing officer shall make requisition for certification, and such requisition shall be upon the form prescribed by the Commission and shall specify the title, class, grade, general duties and pay of the position to be filled. Unless specified in the requisition or determined by statute or ordinance, sex shall be disregarded in certification. Upon receipt of a requisition the Commission shall, unless the vacancy is to be filled by reinstatement, transfer or promotion, under the provisions of the rules, certify to the appointing officer the name of the person standing highest on the register of eligibles appropriate to the duties of the position to be filled. Where vacancies are to be filled from a promotion eligible list, the Commission shall certify to the appointing officer the names of the three, if there be so many, standing highest on such promotion register, and the appointing officer shall appoint one of those so certified. No name shall be certified from a promotion register more than three times to the same bureau within a period of three consecutive months. No person shall be certified to any position at a

salary higher than the minimum salary prescribed in the schedules at the time of certification of persons occupying positions of the same title, class and grade, except as provided under Section 1 of Rule IX.

Sec. 2. Vacancies Filled from Registers of Higher Rank or Grade. Whenever an entire rank or grade in any class of the service shall be abolished by ordinance or by the failure of the City Council to appropriate, or otherwise, the name or names of persons then filling positions in such rank or grade in the classified service shall be placed, in the order of their appointment to the rank or grade of service so abolished, at the head of an eligible list for reinstatement in the next lower rank or grade in the same class of service. If no such list exists one shall thereupon be established, and the person or persons shall be eligible to vacancies of positions in such next lower rank or grade and in the same class of service.

Sec. 3. Certification. A written notice, upon blanks prescribed by the Commission, shall be mailed to the eligible, at his latest address as shown by the records of the Commission, stating that his name has been certified to the appointing officer. A similar notice shall be sent to the appointing officer, containing the name of the eligible certified. The appointing officer shall make immediate report to the Commission of all appointments. Employees accepting certification from a promotion register are thereby permanently separated from the positions formerly held by them, except as hereinbefore provided. No person shall be certified from a promotion list who has been separated permanently from the service of the city. An eligible may accept certification to a position in a grade lower than that for which he was examined, and in the same general class of service and of similar duties, but the acceptance of any such lower grade position shall fix permanently the grade of the appointee therein.

Sec. 4. Certification from More than One Register. An employee who leaves a position to accept employment by certification from another eligible register shall be separated permanently from the position formerly held by him, except as in this rule otherwise provided; provided, that any such employee, in the discretion of the Commission, within six months, upon his request and with the approval of the department or departments concerned, may be reinstated in any vacancy in the same class and grade from which he was so separated, or his name may be placed on the appropriate reinstatement list; and provided, further, that where an officer or employee accepts certification to a higher position, the duties of which are merely temporary, he shall be reinstated in his former position without loss of seniority, when such higher duty is completed.

Sec. 5. Waiver. Persons certified or tendered reinstatement must report to the head of the department or appointing officer within five days from the date of certification, and in case of failure to report their names shall be removed from the eligible register. The Com-

mission may permit eligibles to waive certification or reinstatement in cases where it considers the reasons given for such waiver as good and sufficient, and where it is desirable to keep the name of the eligible on the register from which the certification was made. If the reasons assigned are not approved by the Commission, then the names of the eligibles so certified or tendered reinstatement shall be removed from the registers from which they were certified. Within thirty days thereafter the names of the persons so removed from the eligible register may be restored, should satisfactory reasons for such action be offered. Waivers must be filed with the Commission within five days from date of certification, and, if approved, the name of such eligible shall not be certified until the waiver has been withdrawn. Waivers, whether continuous or otherwise, shall not be permitted for a period longer than one year.

Sec. 6. Probation. Original appointment shall be on probation for a period of six months, but there shall be no probation period in the case of appointments from promotion lists. If any probationer, upon a fair test, shall be found incompetent or unqualified to perform the duties of the position to which he has been certified, the appointing officer shall certify the same to the Commission in writing, specifying his reasons, and request the separation of such probationer. Upon approval by the Commission, such probationer shall be discharged. Time served on probation, whether continuous or not, shall be credited upon the period of probation.

Sec. 7. Temporary Appointment. Upon receipt of a requisition for certification to a position for which there is no eligible list, the Commission may grant authority to the officer making such requisition to make temporary appointment to fill said position, such appointment to remain in force only until a regular appointment can be made. Upon receipt of a request by the appointing officer, the Commission may grant authority to the said officer to make temporary appointment to fill a vacancy in employment of an essentially temporary and transitory nature; provided, that the appointing officer in making request for such authority gives facts which in the judgment of the Commission show that the said employment is in fact temporary.

RULE V.

EFFICIENCY.

Section 1. Standards of Service. The Commission shall from time to time:

(a) Ascertain the duties imposed by law and practice upon particular groups of appointees, the manner in which these duties are performed, the cost thereof to the city, the system and conditions under which such groups transact public business, the number of officers and employes engaged upon particular duties, and such other facts as shall enable the Commission to determine and compare the

actual efficiency with the efficiency which ought fairly to be expected from the groups.

(b) Ascertain and record the standard of efficiency, which standard shall be based on a marking of 80 per cent.

Sec. 2. Efficiency Records. Records of efficiency of appointees in the classified service shall be kept by the Commission, and shall contain markings derived from reports of departments or bureaus, or from investigations by the Commission. The Commission shall from time to time, by written order recorded in the minutes, prescribe subjects or factors to be used in determining efficiency markings, provide a schedule of demerits based on attendance and discipline, and assign weights to such factors and demerits. The subjects or factors prescribed shall be based upon the duties of the particular position to which they apply, shall be uniform for all positions having similar duties, and shall be such as will test fairly the quality and the amount of service performed, and the weights assigned shall be such as will represent fairly their relative values.

Sec. 3. Markings Furnished by Departments. The Commission shall record efficiency markings derived from reports made periodically by heads of departments or bureaus in accordance with methods approved by the Commission. Records, reports and markings of efficiency in each department and bureau shall be open at all times to inspection of the Commission. The efficiency records of the Commission respecting each department likewise shall be open to the head of such department. Each appointee shall have the right to be informed of the efficiency recorded for him by the Commission.

Sec. 4. Markings Entered by Commission. The Commission retains to itself exclusive authority in entering markings upon efficiency records in the following cases:

- (a) Any final average of more than 85 or less than 75.
- (b) Any final average with any part thereof more than 85 or less than 75.
- (c) Any marking on subjects involving tests of health and physical fitness for duty.
- (d) Where alleged neglect or breach of duty on the part of some officer or employe is brought to the attention of the Commission by a sworn statement setting forth facts which tend to show such neglect or breach.

No marking in any of the classes or cases over which the Commission retains exclusive jurisdiction shall be entered on an efficiency record until after an investigation of the facts on which it may be based has been made and the markings approved by the Commission and reported to the head of the department involved.

Sec. 5. Charges Based on Efficiency Records. Any marking below 70 on the efficiency record of an appointee of the classified

service shall be reported to the head of the department in which such appointee is employed, with such recommendation as the Commission shall see fit to make. Where the final average of such record is below 70, the Commission shall recommend that the head of the department file charges for the removal of such appointee. Where the head of the department fails to act upon such recommendation, the secretary shall file charges.

Sec. 6. **Department Rights.** Nothing contained in any of these rules shall interfere with the right and duty of the head of a department to file charges on any grounds which he considers justifiable.

RULE VI.

PROMOTION.

Section 1. **Method of Promotion.** Whenever a vacancy in the classified service exists, unless such vacancy is filled by reinstatement or transfer, it shall be filled by promotion from the next lower rank or grade, when such rank or grade contains two or more eligible persons desirous of taking examination. Promotion shall be accomplished by means of a competitive examination. Should not more than one eligible candidate register, or should all candidates fail to pass, an original entrance examination shall be held.

Sec. 2. **Eligibility.** No person shall be eligible for promotion from a position in any grade to fill a vacancy in the next higher grade unless the position in which he is employed at the time of examination is in the same line and character of work as the position to be filled, and unless such person has served in such grade by actual employment for at least six months, unless otherwise prescribed by these rules, and is at the time of examination actually employed in such grade, or is on leave of absence or is eligible for reinstatement.

Sec. 3. **Notice and Applications.** Notice of promotion examination shall be published and shall be posted in the office of the Commission, as well as in the department or bureau in which the promotion may be made, for two weeks prior to such examination. Such notice shall give date and character of the examination, and shall indicate the grade or rank of those eligible thereto. Applicants for promotion examination shall register in the office of the Commission prior to the beginning of the examination.

Sec. 4. **Schedule of Subjects and Weights.** The subjects and respective weights in promotion examinations for any office or place shall conform to the schedules prescribed in the following:

Sec. 5. Class A—Medical Service.

| | |
|------------------|-------------|
| Duties | Weight of 5 |
| Report | Weight of 2 |
| Efficiency | Weight of 2 |
| Seniority | Weight of 1 |

Sec. 6. Class B—**Engineering Service.**

| | |
|-------------------|-------------|
| Duties | Weight of 4 |
| Mathematics | Weight of 2 |
| Report | Weight of 1 |
| Efficiency | Weight of 2 |
| Seniority | Weight of 1 |

Sec. 7. Class C—**Clerical Service.** (a) For position requiring special knowledge or for position requiring knowledge of stenography and typewriting:

| | |
|------------------|--|
| Duties | Weight of 4 |
| Educational..... | $\left\{ \begin{array}{l} \text{Spelling0.5} \\ \text{Penmanship0.5} \\ \text{Civil Government...0.5} \\ \text{Arithmetic0.5} \end{array} \right\} \text{Weight of 2}$ |
| Report | Weight of 1 |
| Efficiency | Weight of 2 |
| Seniority | Weight of 1 |

(b) For positions other than those specified in (a):

| | |
|------------------|--|
| Duties | Weight of 3 |
| Educational..... | $\left\{ \begin{array}{l} \text{Spelling0.5} \\ \text{Penmanship1.0} \\ \text{Civil Government...0.5} \\ \text{Arithmetic1.0} \end{array} \right\} \text{Weight of 3}$ |
| Report | Weight of 1 |
| Efficiency | Weight of 2 |
| Seniority..... | Weight of 1 |

Sec. 8. Class D—**Police Service.**

(a) For positions in the police service other than second-class detective sergeant:

| | |
|------------------|--|
| Duties | Weight of 3 |
| Physical..... | $\left\{ \begin{array}{l} \text{Test of agility and} \\ \text{muscular strength} \\ \text{and physical condi-} \\ \text{tion} \end{array} \right\} \text{Weight of 1.5}$ |
| Educational..... | $\left\{ \begin{array}{l} \text{Spelling0.5} \\ \text{Penmanship0.5} \\ \text{Arithmetic0.5} \\ \text{History, geography} \\ \text{and civil govern-} \\ \text{ment1.0} \end{array} \right\} \text{Weight of 2.5}$ |
| Efficiency | Weight of 2 |
| Seniority | Weight of 1 |

(b) For positions of second-class detective sergeant:

| | |
|--------------|---------------|
| Duties | Weight of 4.5 |
|--------------|---------------|

| | | | |
|------------------|---|-----|---------------|
| Educational..... | Spelling | 0.5 | } Weight of 2 |
| | Arithmetic | 0.5 | |
| | Penmanship | 0.5 | |
| | History, geography and civil govern- ment | 0.5 | |
| Physical | Weight of 1 | | |
| Efficiency | Weight of 2 | | |
| Seniority | Weight of 0.5 | | |

No person shall be examined for the position of sergeant in the Police Department except a patrolman who has served not less than four years as such.

No person shall be examined for the position of second-class detective sergeant in the Police Department except sergeants who have been in the service of the city as such for six months immediately preceding an examination for second-class detective sergeant, or patrolmen who have been in the service of the city as such for two years immediately preceding an examination for second-class detective sergeant. No person shall be examined for position of first-class detective sergeant except lieutenants of police, captains of police or second-class detective sergeants who have been in the service of the city as such for six months immediately preceding an examination for first-class detective sergeant.

No person shall be examined for the position of lieutenant or for any position in the higher grades in the police service until he shall have served in the next lower grade by actual employment for at least one year.

Sec. 9. Class E—Operating Engineering Service.

| | |
|--------------------------------|-------------|
| Duties | Weight of 5 |
| Educational (arithmetic) | Weight of 1 |
| Report | Weight of 1 |
| Efficiency | Weight of 2 |
| Seniority | Weight of 1 |

No person in Class E, Branch B, operating engineering service, Board of Education, shall be examined for promotion to Grade III until he shall have served in Grade II by actual employment for at least five years, and can otherwise qualify; provided, however, that should less than four eligibles register for promotion to Grade III, then that examination shall be thrown open to persons who have served in Grade II for at least two years. No person shall be examined for promotion to Grade II until he shall have served in Grade I by actual employment for at least two years.

Sec. 10. Class F—Fire Service.

| | |
|--------------|-------------|
| Duties | Weight of 3 |
|--------------|-------------|

| | | |
|------------------|--|---------------|
| Physical..... | { Tests of agility and muscular strength and physical con- dition | } Weight of 2 |
| Educational..... | { Spelling0.5 Penmanship 0.5 Arithmetic1.0 | } Weight of 2 |
| Efficiency | | Weight of 2 |
| Seniority | | Weight of 1 |

No person shall be examined for the position of lieutenant in the Fire Department until he shall have served at least three years and six months as a member of the department, and the year of such service immediately preceding the examination must have been as a pipeman or truckman. No person shall be examined for the position of captain or for any position in the higher grades in the fire service until he shall have served in the next lower grade by actual employment for at least one year.

Sec. 11. Class G—Library Service.

| | |
|--------------------------------|-------------|
| Duties | Weight of 5 |
| Educational (penmanship) | Weight of 1 |
| Report | Weight of 1 |
| Efficiency | Weight of 2 |
| Seniority | Weight of 1 |

Sec. 12. Class H—Inspection Service.

| | |
|------------------|--|
| Duties | Weight of 4 |
| Educational..... | { Arithmetic 1 Penmanship 1 } Weight of 2 |
| Report | Weight of 1 |
| Efficiency | Weight of 2 |
| Seniority | Weight of 1 |

Sec. 13. Class I—Supervising Service.

| | |
|-------------------|-------------|
| Duties | Weight of 4 |
| Educational | Weight of 2 |
| Report | Weight of 1 |
| Efficiency | Weight of 2 |
| Seniority | Weight of 1 |

Sec. 14. Class K—Skilled Labor Service.

| | |
|------------------|--|
| Duties | Weight of 5 |
| Educational..... | { Penmanship0.5 Arithmetic0.5 } Weight of 1 |
| Report | Weight of 1 |
| Efficiency | Weight of 2 |
| Seniority | Weight of 1 |

Sec. 15. Seniority in Promotion. The weight given to seniority in a promotion examination shall in no case exceed one-tenth of the

total weights of all subjects. Credit shall be given only for actual service in the grade or rank from which promotion is sought, whether such service has been continuous or not, except that whenever an employe takes a promotion examination for the purpose of obtaining legal standing under new grading schedules and is certified from the list resulting from such examination, his seniority shall be figured from the date of original certification to the position which he filled previous to taking the regrading promotion examination. The marking to be entered for seniority shall be obtained by adding to a marking of 75 as follows:

Each full year of the first 3 years of service.....3

Each full year of the next 6 years of service.....1½

Each additional year of service (maximum 14 years).. ½

Sec. 16. **Efficiency in Promotion.** The weight given to efficiency in any promotion examination shall in no case exceed two-tenths of the total weights. The marking to be entered for efficiency (except in classes having special rules covering determination of efficiency for promotion purposes) shall be obtained by averaging all monthly general efficiency ratings for the six months immediately preceding the examination. Where no efficiency records exist covering this period the Commission shall investigate and enter such marking as it shall deem proper. The Commission may revise upward or downward the average efficiency markings of all employes in any department participating in such promotion examination, but such revision shall be on a pro-rata basis, except that no employe shall be given a final efficiency average of more than 85 or less than 70.

Sec. 17. **Duties in Promotion.** Under the subject termed "Duties" in any promotion examination, the candidate shall be examined in such matters as will fairly test his knowledge of the actual duties, responsibilities and requirements of the position to be filled, and his fitness and qualifications to discharge such duties and meet such requirements. Where a physical test is not included in the schedules for promotion examinations, such test may be added as a subject, and the weight thereof shall be fixed by the Commission prior to the promotion examination. In examinations for positions in the Skilled Labor service (Class K), candidates may be examined as to their knowledge of a trade, craft or useful art, by practical test. The weight of such practical test shall be fixed by the Commission prior to the examination, provided that such weight shall be deducted from the weight given to the subject termed "Duties" in such examination.

RULE VII.

SEPARATIONS.

Section 1. **Suspensions.** For disciplinary purposes, heads of departments shall have power to suspend officers or employes for reasonable periods, not exceeding thirty days. The Commission may investigate any such suspension.

Sec. 2. Who Shall File Charges. Charges may be filed by the appointing officer or by the head of a department against any officer or employe in the classified service, appointed by such appointing officer or by such head of a department. Charges may be filed by others than heads of departments or appointing officers which the Commission may in its discretion investigate, or cause to be investigated, as herein provided.

Sec. 3. Hearings. The Commission shall cause notice in writing of charges to be served personally upon the officer or employe against whom they are filed, or shall have the same mailed to his address, as shown by the records of the Commission, notifying him of the time and place of such investigation, and shall give him an opportunity to be heard in his own defense. No such investigation shall be held less than five days after the serving or mailing of notice. The decision of the Commission or officer or board making such investigation, when approved by the Commission, shall be certified to the appointing officer or head of the department, and be forthwith enforced by him.

Sec. 4. Removal and Discharge. Charges for removal or discharge shall be investigated by the Commission or by some officer or board appointed by it. All charges shall be filed with the Civil Service Commission. The charges shall state specifically the facts alleged to constitute the cause for discharge or removal, and shall indicate the paragraph or paragraphs of Section 5 of this rule under which such discharge or removal is sought.

Sec. 5. Cause for Removal or Discharge. The following are declared to be cause for removal or discharge from the classified civil service of the city, though charges may be based upon causes other than those enumerated, viz., that an officer or employe

(a) Has been convicted of a criminal offense or of a misdemeanor involving moral turpitude; or

(b) Has been guilty of an immoral or criminal act; but if such act is, at the time the charges are before the Commission on hearing, involved in a criminal proceeding before the grand jury or the courts, the officer or employe so charged may request that the hearing be postponed or continued, with his consent, until such time as the criminal proceedings are terminated, and such request shall be granted; provided, the employe shall execute a waiver of all right to pay during the period of adjournment; and provided, further, that such employe may have the hearing or investigation proceed before the Commission at any time on ten days' notice, in writing; or

(c) Has willfully, wantonly, or through culpable negligence been guilty of brutality or cruelty to an inmate or prisoner of a city institution or to a person in custody; provided, the act committed was not necessarily or lawfully done in self-defense, or to protect the

lives of others, or to prevent the escape of a person lawfully in custody; or

(d) Has willfully violated any of the provisions of the city civil service law or of the rules of the Commission; or

(e) Has been guilty of any conduct unbecoming an officer or employe of the city; or

(f) Has violated any lawful and reasonable official regulation or order, or failed to obey any lawful or reasonable direction made and given by his superior officer, where such violation or failure to obey amounts to an act of insubordination or a serious breach of proper discipline, or resulted or reasonably might be expected to result in loss or injury to the city, or to the public, or to the prisoners or wards of the city; or

(g) Has been intoxicated while on duty; or

(h) Has contracted some infectious disease or has some physical ailment or defect which incapacitates him for the proper performance of the duties of his position; or

(i) Has been guilty of acts which amount to an act of insubordination, or to disgraceful conduct, whether such acts were committed while on duty or off duty; or

(j) Is wantonly offensive in his conduct or language towards the public or towards city officers or employes; or

(k) That he has solicited the vote of a member of the City Council for or against a proposed ordinance or resolution, or a proposed item in a budget, or an appropriation ordinance concerning his department, where such solicitation is charged and established to have been made elsewhere than at a public hearing of the City Council or some committee thereof; or

(l) That he is incompetent and inefficient in the performance of the duties of his position; or

(m) That he is so inefficient in the performance of the duties of his position that his final efficiency average, kept in accordance with the rules of the Commission, is less than 70 per cent, and the facts on which marks contributing to such general average are found by the Commission from the evidence upon the investigation or hearing of such charges to be substantially true and to justify such mark; or

(n) Is careless or negligent of the property of the city; or

(o) Has failed to pay or make reasonable provision for future payment of his just debts due or owing by him, causing thereby annoyance to his superior officer or scandal to the service; or

(p) Has used or threatened to use, or attempted to use political influence in securing promotion, leave of absence, transfer, change of grade, pay, or character of work; or

(q) Has aided or been in any manner concerned in assessing, soliciting or collecting money from any officer or employe in the service of the city for the purpose of making a gift to any public officer; or

(r) Has been induced, has induced or has attempted to induce an officer or employe in the service of the city to commit an unlawful act or to act in violation of any lawful and reasonable departmental or official regulation or order; or has taken any fee, gift or other valuable thing in the course of his work or in connection with it, for his personal use from any citizen, when such fee, gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that accorded other citizens; or

(s) Has been absent from duty without leave contrary to the rules of the Commission, or has failed to report after leave of absence has expired, or after such leave of absence has been disapproved or revoked and canceled by the Commission; provided, however, that if such absence or failure to report is excusable the Commission may dismiss the charges.

Sec. 6. **Rehearings.** Petitions for rehearings of persons removed or discharged from the classified service of the city after investigation by the Commission, or by some officer or board appointed by the Commission, to make such investigation, must be filed with the Commission within thirty days after the order of discharge has been entered. The petition shall state fully the grounds upon which the application is based, verified by affidavit.

RULE VIII.

TRANSFER, LEAVE OF ABSENCE, LAY-OFF, RESIGNATION AND REINSTATEMENT.

Section 1. **Method of Transfers.** Transfers may be made as follows:

- (a) For a period not exceeding thirty days, from one position to a similar position of the same class, grade and character of work, and having the same pay, within a department, without notice to the Commission.
- (b) From a position in one department to a similar position of the same class, grade and character of work, and having the same pay, in another department, providing the heads of the two departments concerned shall make request therefor.
- (c) Where an employe becomes physically incapacitated for the performance of his duties, the head of the department may, at the request of such employe, transfer him to a position in a lower grade which he has the ability to fill.

Sec. 2. **Transfer Approved by the Commission.** All transfers, except as provided in paragraph (a) of Section 1, shall be subject to approval by the Commission, and no transfer shall be made to avoid a lay-off in any department.

Sec. 3. **Transfer Not Allowed by Commission.** Transfer shall not be allowed where the examination upon which the appointment of an employe was based was not of a character and standard to test

the fitness of such employe for the position to which it is proposed to make the transfer.

Sec. 4. Leave of Absence. Leave of absence from duty shall in no case be granted to an officer or employe who has been in the service of the city for less than three months immediately preceding his time of leave, except in case of absence on the ground of sickness, disability or urgent necessity, in which case application for leave shall be accompanied by such proof of same as the Commission may require, and said leave shall be granted only upon the approval of the Commission.

The head of a department may grant leave of absence from regular duty for a period not exceeding three months to an officer or employe who has been in the service of the city for more than three months, upon written application made to him by such subordinate officer or employe, and shall immediately report such leave to the Commission.

The head of a department may grant leave of absence for a period longer than three months from regular duty upon written application made to him by said subordinate officer or employe within his department, only with the approval of the Commission. The application shall be reported immediately to the Civil Service Commission, and the Commission shall approve such leave for the following purposes and reasons, and not otherwise:

- (a) Where leave is requested to enable an officer or employe to take any elective or appointive position in the city service exempted from the classified service by Section 11 of the Civil Service Act, the same may be granted for periods of one year, and during the actual service of such officer or employe in such position.
- (b) Where leave of absence is requested because of disability or injury received in the performance of duty, and not due to the negligence of the officer or employe himself, the same being recommended by the head of the department and, in case of members of the Police and Fire Departments, also approved by the Pension Board of the department concerned, such leave may be granted for periods of more than one year to members of the Police and Fire Departments.
- (c) Where leave of absence is requested because of some special reason other than those above enumerated, and is recommended by the head of the department concerned; provided, that no such leave shall be granted for a period to exceed one year.

Leave of absence shall in no case be extended unless application therefor be made prior to the expiration thereof, and no such leave, extension or continuation, whether continuous or not, shall exceed one year, except as hereinbefore provided.

Sec. 5. **Absence Without Leave.** Absence from duty without leave, or failure to report after a leave has expired or has been disapproved or revoked and cancelled by the Commission, shall be cause for discharge; provided however, that if the officer or employe so charged shall show to the satisfaction of the Commission that such absence or failure to report was excusable, the Commission may then order his reinstatement.

Sec. 6. **Holding Position Open.** Upon the expiration of a leave of absence, an officer or employe shall be reinstated in his position; provided, however, that if such absence with leave exceeds thirty days, or, in the case of injury in the service, sickness or other disability, ninety days, and the position in the meantime has been filled by certification, he shall be reinstated only when a vacancy in a position of his legal civil service grade and of the same class, grade, salary and character of work exists, and then in the order of his seniority in the position. The person displaced by the reinstatement of an officer or employe absent with leave, as hereinbefore provided, shall have his name restored to the eligible list, in accordance with his seniority in the position.

Sec. 7. **Lay-Off.** Whenever it becomes necessary in any bureau, through lack of work or funds, or for other cause, to reduce the force in any employment, the person working in such bureau who was last certified for such employment shall be the first laid off. Seniority of certification shall control in lay-off in cases of employes transferred from one bureau to another, or reinstated in the service. This section shall not apply to positions in the common labor service (Class L), in which employes may be laid off without regard to seniority.

Sec. 8. **Resignation.** The resignation of an officer or employe from the classified service shall be filed with the Commission by the head of the department receiving and accepting the same, and shall be effective only on approval of the Commission. The Commission may permit the withdrawal of such resignation and its cancellation upon application at any time within thirty days after the filing of the same; provided, however, that where an officer or employe in the classified service resigns for the purpose of accepting the benefits of any pension funds, owing to disability, and thereafter the removal of such disability shall have been shown to the satisfaction of the Commission, the Commission may permit the withdrawal of such resignation and its cancellation at any time after the filing of the same. The fact that such resignation is for the purpose of coming within the disability features of any pension law shall be so stated in the resignation.

Sec. 9. **Reinstatement.** When any officer or employe has been given a leave of absence in accordance with the rules of the Civil Service Commission, or has been laid off in accordance with said rules, the person taking such leave or the person so laid off shall have prece-

dence for reinstatement from the eligible register of positions of the same class, grade and salary and of the same character of work, according to seniority in his position. Any officer or employe who secures a leave of absence or a lay-off contrary to the provisions of the rules of the Commission shall forfeit his right for reinstatement in the service, and the vacancy shall be filled by certification of an eligible, in accordance with the provisions of Section 10 of the Civil Service Act.

Sec. 10. **Hold-Overs.** Hold-overs may be separated temporarily from the classified service and reinstated to similar positions of the same class, grade and character of work and having the same pay, but in no case shall a hold-over be eligible to reinstatement if the separation from the service has been continuous for more than one year.

RULE IX.

ADVANCEMENT ON EFFICIENCY AND SENIORITY.

Section 1. **Advancement from Group to Group.** Where the limits of compensation for each office or place of employment in a single class and grade of service are prescribed, such compensation limits are provided and specified by groups in the schedules set forth in Rule I. Appointment to an office or place in such grade, from either original or promotion registers, to any one department, shall in every case be made to the lowest compensation or salary group, except as hereinafter provided in this section. Advancement shall be from group to group within a grade, and shall be made on the basis of efficiency and seniority in the position within departments, as shown by the records thereof kept in the office of the Civil Service Commission, and in accordance with the schedules in Rule I.

An officer or employe who is advanced from a lower group to a higher group on the basis of efficiency and seniority in a position, as herein provided, may be returned to the lower group in the same grade and position within an advancement probationary period of three months, with the approval of the department concerned and of the Commission, if, in any one of these three months, the efficiency record of service in the higher group, kept in the office of the Civil Service Commission, falls below a marking of 75 per cent.

Where the condition of employment in a given office or place of employment is of such a character as to make advancement from group to group on the basis of efficiency and seniority impracticable, and the Commission so rules by an order in its minutes, the compensation for the performance of the duties of such office or place of employment shall be at such uniform salary rate as shall be fixed after investigation, which rate shall be set forth in the minutes of the Commission.

Whenever an officer or employe takes a promotion examination for the purpose of obtaining legal standing under new grading sched-

ules, and is certified from the list resulting from such examination, certification and appointment shall be at the salary rate which the officer or employe was receiving at the time of taking such promotion examination, and seniority at this salary rate shall be figured from the date of certification to the position which he filled previous to taking the regrading promotion examination.

Sec. 2. Seniority and Efficiency in Advancement. No person shall be eligible for advancement from a lower group to a higher group within a grade unless he has served in such lower group by actual employment for at least the period specified in the schedules of classes and grades set forth in Rule I, and advancement and additional compensation shall not be allowed before the date upon which report of such advancement is made to the Commission, except that in case of delay in receipt and action on report by the Commission a reasonable time may be allowed, which shall not exceed fifteen days. Advancement of officers or employes from group to group within a grade shall be based upon efficiency and seniority, provided the average net efficiency mark for the six months immediately preceding the date of the request for such advancement of the officers or employes who have served the requisite period as provided for in the schedules of classes and grades is not lower than 75 or where the average net efficiency mark is between 75 and 80, the work of such officers or employes is considered to merit the increased compensation, as determined by the Commission, and provided further, that such officers and employes have served in the bureau or department for a period of not less than three months immediately preceding the date of the request for such advancement.

Unless otherwise prescribed by these rules, the total weight assigned to efficiency and seniority in advancement shall not exceed three; the weight given to seniority in advancement shall be one-third of the total weight, and the weight given to efficiency in advancement shall be two-thirds of the total weight. The method of ascertaining markings for efficiency and seniority for advancement shall be the same as provided for obtaining markings of efficiency and seniority in promotion; provided that the marking entered for seniority shall be obtained by including the period to the last full month of service within the group, and provided further that in the advancement of engineer-custodians Section 3 of Rule IX shall govern.

Sec. 3. (a) Advancement of Engineer-Custodians. Vacancies of positions of engineer-custodians (Class E, Operating Engineering service), Grade I, in the higher groups, shall in each case be filled by advancement from the next lower group. Advancement of engineer-custodians from group to group shall be based upon recorded and ascertained efficiency and seniority, as provided in (d) of this section. No engineer-custodian shall be eligible for advancement from any group in Grade I unless he shall have served in such group by actual employment for at least six months, and is at the time of the examina-

tion actually employed in such group, or is on leave of absence or is eligible for reinstatement.

(b) Registration.—Engineer-custodians desiring to take any advancement examination within Grade I shall register in the office of the Commission at least three whole days before the date fixed for the examination.

(c) Subjects and Weights.—The subjects and weights for advancement examinations within Grade I shall be as follows:

Recorded efficiencyweight of 6.0

Ascertained efficiency (as determined by
written examination)weight of 2.5

Seniorityweight of 1.5

(d) Efficiency in Markings.—Monthly efficiency markings of all positions of engineer-custodian and assistant engineer custodian shall be recorded in the office of the chief engineer of the Board of Education, and shall be reported and entered in the efficiency records of the Civil Service Commission in accordance with Rule V of said Commission's rules. The mark for recorded efficiency shall be derived by averaging all general efficiency averages for the year immediately preceding the examination, but where no efficiency record exists or where it covers a period of less than one year, then the Commission shall investigate and enter such prescribed mark as it shall deem proper. The mark for ascertained efficiency shall be determined by a written examination covering the duties and matters pertaining to the work of positions of engineer-custodians. This examination shall be prepared and held under the supervision of the Civil Service Commission.

(e) Seniority in Advancement.—Credit for seniority shall be given in all examinations for advancement. The amount of this credit shall be based upon length of service in the group from which the applicant seeks advancement; provided, however, that in the first advancement examination taken the amount of seniority credit shall be based upon the total length of service of the applicant as engineer-custodian or assistant engineer-custodian in the Board of Education. The marking to be entered for seniority shall be obtained by adding to a marking of 75 as follows:

Each full year of the first 5 years of service.....1.5

Each full year of the next 5 years of service.....1.0

Each additional year of service0.1

(f) Advancement Schedules.—All persons in positions in any group, or who are eligible for reinstatement in that group, who have an average of proficiency of 70 per cent or over in all subjects of examination for advancement, shall have their names entered upon a schedule for advancement from that group. An official copy of each advancement schedule resulting from advancement examination shall be certified by the Civil Service Commission to the chief engineer of the Board of Education.

(g) Designation for Advancement.—When a vacancy occurs in any group, the chief engineer shall designate for advancement the name of the person standing at the head of the advancement schedule for that group. In case the two highest men on the schedule have the same general average, the person with the highest mark for seniority shall be advanced. Any person designated and offered advancement who does not accept same within five days shall have his name placed at the bottom of the schedule for advancement of that group. The Commission may permit eligibles to waive such advancement in cases where it considers the reasons given for such waivers as good and sufficient and where it is desirable to keep the name of the eligibles on the schedule from which advancement is to be made. If the reasons assigned are not approved by the Commission, then the name of the eligible so designated or offered advancement shall be placed at the bottom of the schedule of advancement for that group. Waivers must be filed with the chief engineer of the Board of Education within five days from date of designation for advancement, and if approved, the name of such eligible shall not be certified until the waiver has been withdrawn. Waivers, whether continuous or otherwise, shall not be permitted for a period longer than one year.

(h) Transfer.—With the consent of any person in Grade I, such person may be transferred from a position in a higher group to one in a lower group in said grade. No transfer shall be made which shall place any person in a position classified in a group above the group for which he last qualified for promotion. Transfer of engineers within groups, whether from elementary school to elementary school or from high school to high school, shall be based upon efficiency and seniority, the total weight assigned to efficiency and seniority in the transfer of engineers within groups shall not exceed 5; the weight given to seniority shall be $\frac{2}{5}$ of the total weight and the weight given to efficiency in transfer shall be $\frac{3}{5}$ of the total weight. The method of ascertaining markings for efficiency and seniority for transfer within groups shall be the same as provided for in this section, provided that the marking to be entered for seniority shall be obtained by including the period to the last full month of service within the group.

(i) Expiration of Advancement Schedule.—Schedule for advancement shall expire by limitation of time in three years from date of posting thereof.

(j) Reinstatement.—Whenever it becomes necessary, for any cause, to lay off an engineer-custodian in Grade I, his name shall be placed on a list for reinstatement in his group. Reinstatement shall be made in the reverse order of lay-off, the last person laid off being given the first opportunity for reinstatement. No designation for advancement shall be made to any group until the list of eligibles for reinstatement in that group has been exhausted.

RULE X.

REPORTS.

Section 1. **Reports to Commission.** The appointing officer or head of a department shall immediately report to the Commission:

- (a) Appointments, whether emergency, temporary, probationary, permanent or for promotion.
- (b) Refusal or neglect to accept appointment by a person who has been certified.
- (c) Changes in the compensation of ranks or grades, or of officers or employes serving under him.
- (d) Suspension or reinstatement made by him of any officer or employe.
- (e) Transfers in his department, as provided in Rule VIII.
- (f) Every vacancy, resignation or separation from the service under him, and its cause.
- (g) The creation or abolition of any office or place of employment in his department.
- (h) Changes in department organization, with details for charting.
- (i) Efficiency markings of employes in his department, as provided in Rule V.
- (j) Employing officers shall report, monthly, lay-offs and reinstatements in positions in Class L (labor service).

RULE XI.

COMMON LABOR SERVICE (CLASS L).

Section 1. **Eligible Registers.** The Commission shall maintain lists of persons eligible to employment in the common labor service, and, where the duties of the positions require, may establish separate lists for departments or bureaus or divisions therein, to be designated as groups. For such service the city may be divided into districts to be fixed by the Commission.

Sec. 2. **Examination and Certification.** Applications shall conform to the requirements of Rule II. Applicants shall be notified to report in person for physical examination and such other tests as the Commission may prescribe. The names of candidates who pass examination for positions in Branch a of Class L, Labor service (unless otherwise disqualified), shall be placed on eligible registers in the order determined by lot in the following manner: The chief examiner and secretary shall appoint two examiners in the office of the Commission who shall place the names of those who pass such examination, for each group or district for which an eligible list is kept, in a box or wheel, from which one name at a time shall be drawn and numbered until all the names are so numbered, and they shall be entered on eligible lists in numerical order. Examination of candidates for positions in Branch b of Class L (Labor service) may be competitive

where the Commission, after investigation of the duties of such positions, finds that such competitive examination is practicable, and enters in its minutes an order to that effect in advance of such competitive examination. In such cases appropriate eligible registers shall be kept as in other cases where competitive examinations are held. Eligibles shall be certified in the order of their standing upon eligible lists for each group or district.

Sec. 3. Transfer on Removal. Persons employed in Class L (Labor service), on removal from one district to another, shall be entitled to have their names transferred to the foot of the reinstatement list of the district into which they have removed, and to reinstatement prior to original certifications of new names in such district; otherwise transfers shall be made according to the provisions of Rule VIII.

Section 4. Emergency. In case of emergency, employing officers may temporarily employ persons without requisition to fill positions in Class L (Labor service); provided, however, that such employment shall not continue more than five days without approval by the Commission.

RULE XII.

ADMINISTRATION.

Section 1. Meetings. Regular meetings of the Commission shall be held daily, except on holidays and Sundays. At the request of any one member of the Commission, a definite hour may be fixed for such regular meeting.

Sec. 2. Special Meetings. Special meetings may be held at any time, but action taken at such meetings must be approved at a regular meeting to be effective.

Sec. 3. Order of Business. The regular order of business shall be: Reading of minutes, reports of committees, unfinished business, new business.

Sec. 4. Amendments. Changes proposed in the rules shall be spread upon the minutes and action thereon postponed for not less than one week.

Sec. 5. Regulations. The Commission may by resolution from time to time adopt regulations of procedure for the administration of these rules.

Sec. 6. Definitions. As used in these rules, the word "Commission" used alone shall mean the Civil Service Commission of the city of Chicago; "officer or employe" shall mean any person paid by the city or from the public funds in custody of a city officer, or any person doing work for the city in an office or place in the city service; the masculine noun or pronoun as used herein shall include the feminine.

Sec. 7. Rules of Order. Roberts' Rules of Order shall be the rules of order of this Commission in all cases not provided for in the foregoing rules.

SCHEDULE "A"

Classification of Positions and Schedules of Classes, Grades and Limits of Compensation.

It is ordered that positions created according to law be and hereby are classified as set forth in the following classification, which is hereby adopted to take effect May 18, 1914, and that the said classification shall be known as "SCHEDULE A," viz.:

SCHEDULE "A."

Under and pursuant to the provision of the law, and in accordance with Section 2 of Rule I, the Commission has classified positions, as follows:

CLASS A—MEDICAL SERVICE.

Positions the duties of which require training and ability in the medical profession or some branch thereof.

Grade I: Positions the duties of which require some skill and accuracy and a general training, but not necessarily much practical experience. The following positions are hereby classified in Class A, Grade I, and placed in the following salary schedules within Grade I:

Interne (board and lodging provided)

Group B\$ 300

Group A (at least 6 months' service in lower group)..... 360

Laboratory assistant.

Orderly

Group D\$ 780

Group C (at least 1 year's service in lower group)..... 840

Group B (at least 1 year's service in next lower group).. 900

Group A (at least 1 year's service in next lower group).. 960

Ambulance attendant (board and lodging provided)

Group C\$ 840

Group B (at least 1 year's service in lower group)..... 900

Group A (at least 1 year's service in next lower group).. 960

Grade II: Positions the duties of which require training, experience and ability, involving fixed responsibility, but not supervisory. The following positions are hereby classified in Class A, Grade II, and placed in the following salary schedules within Grade II:

Hospital nurse (board and lodging provided)

Group C\$ 780

Group B (at least 1 year's service in lower group)..... 840

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| Group A (at least 1 year's service in next lower group) .. | 900 |
| Health officer (employed part time) | |
| Group C | \$ 840 |
| Group B (at least 1 year's service in lower group) | 900 |
| Group A (at least 1 year's service in next lower group) .. | 960 |
| Druggist | |
| Field nurse (Health) | |
| Field nurse (Municipal Tuberculosis Sanitarium) | |
| Group D | \$ 900 |
| Group C (at least 1 year's service in lower group) | 960 |
| Group B (at least 1 year's service in next lower group) | 1,020 |
| Group A (at least 1 year's service in next lower group) .. | 1,080 |
| Ambulance surgeon (board and lodging provided, enters Group C) | |
| Hospital physician (all meals provided, enters Group C) | |
| Quarantine officer (enters Group C) | |
| Group D | \$1,020 |
| Group C (at least 1 year's service in lower group) | 1,080 |
| Group B (at least 1 year's service in next lower group) .. | 1,140 |
| Group A (at least 1 year's service in next lower group) .. | 1,200 |
| Ambulance surgeon | |
| Junior bacteriologist | |
| Junior sanitary chemist | |
| Group D | \$1,200 |
| Group C (at least 1 year's service in lower group) | 1,260 |
| Group B (at least 1 year's service in next lower group) .. | 1,320 |
| Group A (at least 1 year's service in next lower group) .. | 1,380 |
| Dental surgeon (not employed full year) | |
| Group A | \$1,200 |
| Vaccinator (not employed full year) | |
| Group A | per day \$ 5 |
| Grade III: Positions the duties of which are supervisory, involving independent judgment and accountability for the work of others. Also positions the duties of which require a high order of specialized knowledge, but not necessarily supervisory. The following positions are hereby classified in Class A, Grade III, and placed in the following salary schedules within Grade III: | |
| Head nurse (all meals provided) | |
| Head nurse (Municipal Tuberculosis Sanitarium) | |
| Head nurse and housekeeper (board and lodging provided) | |
| Group B | \$1,200 |
| Group A (at least 1 year's service in lower group) | 1,320 |
| Supervising dentist | |
| Supervising field nurse (Health) | |
| Supervising health officer (employed part time) | |
| Group C | \$1,200 |

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| Group B (at least 1 year's service in lower group)..... | 1,320 |
| Group A (at least 1 year's service in next lower group).. | 1,440 |
| Supervising nurse (Municipal Tuberculosis Sanitarium) | |
| Group B | \$1,440 |
| Group A (at least 1 year's service in lower group)..... | 1,560 |
| Senior ambulance surgeon (all meals provided) | |
| Senior hospital physician (all meals provided) | |
| Veterinarian | |
| Group D | \$1,440 |
| Group C (at least 1 year's service in lower group)..... | 1,500 |
| Group B (at least 1 year's service in next lower group).. | 1,560 |
| Group A (at least 2 years' service in next lower group).. | 1,620 |
| Senior bacteriologist | |
| Senior sanitary chemist | |
| Group C | \$1,620 |
| Group B (at least 1 year's service in lower group)..... | 1,680 |
| Group A (at least 2 years' service in next lower group).. | 1,800 |

Grade IV: Positions the duties of which are supervisory, involving accountability for the whole or part of a principal branch of a department, as principal assistant to the person in the Grade V position at the head of such branch, and requiring expert knowledge. Also positions the duties of which require a high order of specialized knowledge and professional ability, but not necessarily supervisory. The following positions are hereby classified in Class A, Grade IV, and placed in the following salary schedules within Grade IV:

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| Attending dispensary physician (employed part time) | |
| Group E | \$ 480 |
| Group D (at least 6 months' service in lower group)..... | 600 |
| Group C (at least 6 months' service in next lower group).. | 720 |
| Group B (at least 1 year's service in next lower group).. | 840 |
| Group A (at least 1 year's service in next lower group).. | 960 |
| Physician and surgeon and child study expert (employed part time) | |
| Group A | \$ 600 |
| Attending physician (infant welfare, employed part time) | |
| Group B | \$ 840 |
| Group A (at least 1 year's service in lower group)..... | 900 |
| Medical superintendent (all meals provided) | |
| Group D | \$1,620 |
| Group C (at least 1 year's service in lower group)..... | 1,800 |
| Group B (at least 1 year's service in next lower group).. | 1,980 |
| Group A (at least 2 years' service in next lower group).. | 2,160 |
| Assistant bureau chief of medical inspection | |
| Assistant bureau chief of vital statistics | |
| Assistant city physician | |

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Examiner in charge (physical division)

Principal bacteriologist

Principal sanitary chemist

Superintendent of nurses (Health)

Superintendent of nurses (Municipal Tuberculosis Sanitarium)

Veterinary surgeon

Group D\$1,920

Group C (at least 1 year's service in lower group)..... 2,100

Group B (at least 1 year's service in next lower group).. 2,280

Group A (at least 2 years' service in next lower group).. 2,520

Grade V: Positions the duties of which are administrative, requiring special qualifications and recognized expert knowledge, and involving responsibility for the work of a principal branch of a department. The following positions are hereby classified in Class A, Grade V, and placed in the following salary schedules within Grade V:

Bureau chief hospitals, baths and lodging houses

Bureau chief of medical inspection

Bureau chief of vital statistics

Chief surgeon (Police)

Director of laboratory

Group A\$2,700 and above

Supervisory dispensary physician (Municipal Tuberculosis Sanitarium)

Group A\$2,040 and above

Grade VI: Positions the duties of which are executive and administrative, involving responsibility for the work of the entire department, under the direction of the head of such department. The following position is hereby classified in Class A, Grade VI, and placed in the following salary schedule within Grade VI: Assistant commissioner of health

Group A\$4,020 and above

CLASS B—ENGINEERING SERVICE.

Positions the duties of which require training and ability in civil, mechanical, electrical or chemical engineering, architecture or related technical work.

Grade I: Positions the duties of which require some skill and accuracy and a general training, but not necessarily much practical experience. The following positions are hereby classified in Class B, Grade I, and placed in the following salary schedules within Grade I:

Chainman

Tracer

Group B\$ 840

Group A (at least 1 year's service in lower group) 960

Assistant architectural draftsman

Draftsman

Electrical draftsman

Laboratory engineering assistant

Map draftsman

Mechanical draftsman

Rodman

Group C\$1,080

Group B (at least 1 year's service in lower group) 1,200

Group A (at least 1 year's service in next lower group) .. 1,320

Grade II: Positions the duties of which require training, experience and ability, involving fixed responsibility; may or may not be supervisory. The following positions are hereby classified in Class B, Grade II, and placed in the following salary schedule within Grade II:

Architectural draftsman

Assistant engineering chemist

Bridge designing draftsman

Clerk of the works

Electrical engineering draftsman

Engineering draftsman

Estimator (Buildings)

Estimator (Electricity)

Fire prevention engineer

Junior electrical engineer

Junior engineer

Junior examiner of efficiency

Junior mechanical engineer

Layout engineer

Map engineering draftsman

Mechanical engineering draftsman

Plan examiner

Ventilation engineer

Group C\$1,500

Group B (at least 1 year's service in lower group) 1,620

Group A (at least 2 years' service in next lower group) .. 1,740

Grade III: Positions the duties of which are supervisory, involving independent judgment and accountability for the work of others and for a definite part of an engineering work. Also positions requiring a high order of specialized knowledge and professional ability, but not necessarily supervisory. The following positions are hereby classified in Class B, Grade III, and placed in the following salary schedule within Grade III:

Architectural designer

Architectural engineer

Architectural heating and ventilating engineer

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| Assistant engineer | |
| Assistant mechanical engineer | |
| Bridge designing engineer | |
| Cement tester | |
| Chief draftsman, Maps and Plats | |
| Deputy fire prevention engineer in charge | |
| Deputy smoke inspector in charge | |
| Designing engineer | |
| Electrical designing engineer | |
| Engineering chemist | |
| Examiner of efficiency (technical) | |
| Expert asphalt chemist | |
| Illuminating engineer | |
| Mechanical designing engineer | |
| Sandborn map expert | |
| School sanitary engineer | |
| Group C | \$1,920 |
| Group B (at least 1 year's service in lower group)..... | 2,160 |
| Group A (at least 2 years' service in next lower group) .. | 2,400 |

Grade IV: Positions the duties of which are administrative, requiring special qualifications and recognized expert knowledge, and involving responsibility for the work of a minor department, under the head thereof, or entire responsibility for a division or minor bureau. The following positions are hereby classified in Class B, Grade IV, and placed in the following salary schedule within Grade IV:

Assistant chief engineer sewers
 Assistant chief engineer streets
 Chief architectural designer
 Chief building inspector in charge
 Chief deputy smoke inspector
 Chief street engineer
 City architect
 City telephone supervisor
 Deputy commissioner of buildings
 Deputy commissioner of gas and electricity
 Deputy commissioner of public service
 Electrical engineer in charge
 Engineer in charge of construction
 Engineer of bridge construction and repairs
 Engineer of bridge design
 Engineer of bridges and harbor
 Engineer of surveys
 Engineer of water works construction
 Engineer of water works design
 Expert on system and organization
 Fire prevention engineer in charge

Harbor engineer
 Heating and ventilating engineer
 Local transportation supervisor
 School electrical engineer
 Secretary and engineer
 Subway engineer
 Superintendent of construction
 Superintendent of maps
 Superintendent of sidewalks
 Superintendent water pipe extension
 Supervising mechanical engineer and chief deputy boiler
 inspector
 Third assistant superintendent of streets in charge of
 street repairs

Group A\$2,700 and above

Grade V: Positions the duties of which are executive and administrative, involving entire responsibility for an important department or bureau, either independently or directly under the head or heads of such department or bureau. The following positions are hereby classified in Class B, Grade V, and placed in the following salary schedule within Grade V:

Architect (Board of Education)
 Assistant chief subway engineer
 Assistant city engineer
 City engineer
 Engineer (Board of Local Improvements)
 Mechanical engineer in charge
 Superintendent of streets

Group A\$4,020 and above

CLASS C—CLERICAL SERVICE.

Positions of persons rendering clerical service or service in connection with general office work or management which does not require knowledge of any of the specialties included in other classes.

Grade I: Positions the duties of which are of general routine. The following positions are hereby classified in Class C, Grade I, and placed in the following salary schedule within Grade I:

Office attendant

Page

Group D\$ 300

Group C (at least three months' service in lower group). 360

Group B (at least six months' service in next lower group) 420

Group A (at least 1 year's service in next lower group).. 480

Grade II: Positions the duties of which require some skill and accuracy but not necessarily much practical experience, involving

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simple office routine. The following positions are hereby classified in Class C, Grade II, and placed in the following salary schedule within Grade II:

Messenger

Multigraph operator

Stenographic assistant (enters Group C)

Group D\$ 540

Group C (at least 1 year's service in lower group)..... 600

Group B (at least 1 year's service in next lower group).. 660

Group A (at least 1 year's service in next lower group).. 720

Grade III: Positions the duties of which require skill and accuracy and some experience, involving routine work. The following positions are hereby classified in Class C, Grade III, and placed in the following salary schedules within Grade III:

Addressograph operator

Punch and machine operator

Telephone operator

Typist

Group C\$ 840

Group B (at least 1 year's service in lower group)..... 960

Group A (at least 2 years' service in next lower group).. 1,080

Book machine operator and clerk (enters Group B)

Census enumerator and clerk

Junior bookkeeper

Junior clerk

Junior examiner

Junior stenographer (male stenographers enter Group C)

Junior ward clerk

Police operator (enters Group B)

Group D\$ 840

Group C (at least 1 year's service in lower group)..... 960

Group B (at least 1 year's service in next lower group).. 1,080

Group A (at least 2 years' service in next lower group).. 1,200

Field assessor

Rate-taker

Group C\$1,080

Group B (at least 1 year's service in lower group)..... 1,200

Group A (at least 1 year's service in next lower group).. 1,320

Grade IV: Positions the duties of which require training, experience and ability, involving fixed responsibility; may or may not be supervisory. The following positions are hereby classified in Class C, Grade IV, and placed in the following salary schedules within Grade IV:

Investigator

Medical clerk

Second assistant chief police operator

| | |
|--|---------|
| Group C | \$1,320 |
| Group B (at least 1 year's service in lower group)..... | 1,380 |
| Group A (at least 1 year's service in next lower group) .. | 1,500 |
| Assistant chief police operator | |
| Senior bookkeeper | |
| Senior clerk | |
| Senior examiner | |
| Senior examiner of clerical efficiency | |
| Senior statistical clerk | |
| Senior stenographer | |
| Special assessment clerk | |

| | |
|--|---------|
| Group D | \$1,320 |
| Group C (at least 1 year's service in lower group)..... | 1,440 |
| Group B (at least 1 year's service in next lower group) .. | 1,560 |
| Group A (at least 2 years' service in next lower group) .. | 1,680 |

Grade V: Positions the duties of which are supervisory, involving independent judgment and accountability for the work of others. The following positions are hereby classified in Class C, Grade V, and placed in the following salary schedule within Grade V:

Accountant
 Chief police operator
 Examiner of printing
 Field assessor in charge
 Principal accounting investigator
 Principal clerk
 Principal examiner
 Principal examiner of clerical efficiency
 Principal special assessment clerk
 Principal stenographer
 Real estate agent
 Storekeeper
 Teller
 Title searcher

| | |
|--|---------|
| Group C | \$1,800 |
| Group B (at least 1 year's service in lower group)..... | 1,980 |
| Group A (at least 2 years' service in next lower group) .. | 2,160 |

Grade VI: Positions the duties of which are supervisory, requiring special knowledge and involving independent judgment and accountability for all the work of a clerical section or minor division of a department. Also positions the duties of which require a high order of specialized knowledge, experience and ability, but not necessarily supervisory. The following positions are hereby classified in Class C, Grade VI, and placed in the following salary schedule within Grade VI:

Cashier
 Contract clerk
 Council committee secretary

CIVIL SERVICE COMMISSION

Examiner of clerical efficiency

Head accountant

Head buyer

Head clerk

Head stenographer

Office secretary

Reading clerk

Group C\$2,340

Group B (at least 2 years' service in lower group)..... 2,520

Group A (at least 3 years' service in next lower group).. 2,700

Grade VII: Positions the duties of which are administrative, requiring special qualifications and involving responsibility for the clerical work of an entire department, under the direction of the head thereof, or for the work of a division of minor bureau of such department. Also positions the duties of which are supervisory, requiring recognized expert knowledge and experience and ability. The following positions are hereby classified in Class C, Grade VII, and placed in the following salary schedule within Grade VII:

Chief auditor

Chief cashier

Chief clerk

Chief water assessor

Expert accountant

Paymaster

Secretary

Superintendent of compensation

Group A\$3,000 and above

Grade VIII: Positions the duties of which are executive and administrative, involving responsibility for an entire department, either independently or directly under the head or heads of such department, or for an entire bureau. The following positions are hereby classified in Class C, Grade VIII, and placed in the following salary schedule within Grade VIII:

Assistant city treasurer

Assistant secretary (Board of Education)

Auditor (Board of Education)

Business manager (Board of Education)

Deputy city collector

Deputy comptroller and city auditor

Secretary (Board of Education)

- Superintendent of special assessments

Superintendent of water

Group A\$4,020 and above

CLASS D—POLICE SERVICE.

Positions in the uniformed or detective ranks of the Department of Police.

Grade I: The following positions are hereby classified in Class D, Grade I, and placed in the following salary schedules within Grade I:

Patrolman

Group C\$ 900

Group B (1 years' service in lower group) 1,000

Group A (1 year's service in next lower group) 1,320

Police chauffeur

Police driver

Police messenger

Policewoman

Group A\$ 900

Grade II: The following positions are hereby classified in Class D, Grade II, and placed in the following salary schedules within Grade II:

Second-class detective sergeant

Group A\$1,450

Sergeant

Group A\$1,700

Grade III: The following positions are hereby classified in Class D, Grade III, and placed in the following salary schedules within Grade III:

First-class detective sergeant

Group A\$1,750

Lieutenant

Group A\$2,000

Lieutenant of detectives

Group A\$2,200

Grade IV: The following positions are hereby classified in Class D, Grade IV, and placed in the following salary schedules within Grade IV:

Captain (including personally owned vehicle and maintenance thereof)

Group A\$3,000

Chief of detectives

Group A\$3,500

Grade V: The following position is hereby classified in Class D, Grade V, and placed in the following salary schedule within Grade V:

First deputy superintendent of police

Group A\$5,500 and above

CLASS E—OPERATING ENGINEERING SERVICE.

Positions the duties of which require training and ability in the operation or maintenance of equipment for the production of heat, light or power, or in work relating thereto.

Branch a includes positions in all departments except the Board of Education.

Branch b includes only the positions under the Board of Education.

BRANCH a.

Positions in this service shall be graded according to (1) the experience and ability required by the duties to be performed, or (2) the degree of responsibility of the positions and the order of the plant to which they are attached. For this purpose plants are divided into four orders as follows:

1st Order: Water pumping stations of over 600 water horse power, sewage pumping stations of over 400 water horse power, and the plants of the Chicago Public Library and City Hall.

2nd Order: Water pumping stations of between 300 and 600 water horse power, sewage pumping stations of between 150 and 400 water horse power, and the plant of the House of Correction.

3rd Order: Water pumping stations of less than 300 water horse power, sewage pumping stations of less than 150 water horse power.

4th Order: Minor steam, electrical or heating plants, such as those of police stations.

Grade I: Positions the duties of which involve the general care of a plant of any order or may involve the responsibility for the operation of a portion of such plant. The following positions are hereby classified in Class Ea, Grade I, and placed in the following salary schedules within Grade I:

Oiler

Group A\$1,152

Gas engine operator

Mechanical assistant

Station engineer

Water tender

Group A\$1,200

Grade II:

Positions of assistants in plants of the 3rd Order, the duties of which involve complete charge during a definite period or watch, and positions which are of the same standard of importance. The following positions are hereby classified in Class Ea, Grade II, and placed in the following salary schedule within Grade II:

Conveyor engineer

Derrick engineer

Engineer-janitor

Hoisting engineer

Pile driver engineer
 Station engineer in charge
 Stationary engineer
 Steam roller engineer
 Third assistant operating engineer

Group A\$1,460

Grade III: Positions the duties of which involve complete responsibility for plants of the 3rd order. Also positions of assistants in plants of the 2nd Order, whose duties involve complete charge during a definite period or watch, and positions which are of the same standard of importance. The following positions are hereby classified in Class Ea, Grade III, and placed in the following salary schedule within Grade III:

Second assistant operating engineer.

Second assistant operating engineer in charge

Group B\$1,560

Group A (at least 3 years' service in lower group)..... 1,680

Grade IV: Positions the duties of which involve complete responsibility for plants of the 2nd Order. Also positions of assistants in plants of the 1st Order, whose duties involve complete charge during a definite period or watch, and positions which are of the same standard of importance. The following positions are hereby classified in Class Ea, Grade IV, and placed in the following salary schedule within Grade IV:

First assistant operating engineer

First assistant operating engineer in charge

Group B\$1,920

Group A (at least 3 years' service in lower group)..... 2,100

Grade V: Positions the duties of which involve complete responsibility for plants of the 1st Order. The following position is hereby classified in Class Ea, Grade V, and placed in the following salary schedule within Grade V:

Chief operating engineer

Group B\$2,520

Group A (at least 3 years' service in lower group)..... 2,700

BRANCH b.

Grade I: Positions the duties of which involve the care of the building or buildings of a school, and the operation of its mechanical equipment. The following position is hereby classified in Class Eb, Grade I, and placed in the following salary schedule within Grade I:

Engineer-custodian

Group D—Total annual salary less than.....\$2,100

Group C—Total annual salary between\$2,100 and 2,500

Group B—Total annual salary between\$2,500 and 3,000

Group A.—Total annual salary more than..... 3,000

Grade II: Positions the duties of which are supervisory, involving independent judgment and accountability for the work of others in the operation or installation of mechanical equipment and the care of school property in a definitely assigned district. The following position is hereby classified in Class Eb, Grade II, and placed in the following salary schedule within Grade II:

Supervising school engineer

Group D\$2,040

Group C (at least 2 years' service in lower group)..... 2,280

Group B (at least 2 years' service in next lower group).. 2,520

Group A (at least 3 years' service in next lower group).. 2,760

Grade III: Positions the duties of which are administrative, involving responsibility for the work of an entire bureau, either independently or under the head of such bureau. The following positions are hereby classified in Class Eb, Grade III, and placed in the following salary schedules within Grade III:

Assistant chief engineer (Board of Education)

Group A\$3,600 and above

Chief engineer (Board of Education)

Group A\$4,800 and above

CLASS F—FIRE SERVICE.

Positions in the uniformed service of the Fire Department.

Grade I: The following positions are hereby classified in Class F, Grade I, and placed in the following salary schedules within Grade I:

Driver

Pipeman

Truckman

Group D\$ 900

Group C (6 months' service in lower group)..... 1,056

Group B (1 year's service in next lower group)..... 1,155

Group A (1 year's service in next lower group)..... 1,371

Assistant fire engineer

Stoker

Group A\$1,392

Grade II: The following positions are hereby classified in Class F, Grade II, and placed in the following salary schedules within Grade II:

Fire engineer

Group A\$1,668

Lieutenant

Group A\$1,680

Marine engineer

Group A\$1,848

Pilot

Group A\$2,000

Grade III: The following position is hereby classified in Class F, Grade III, and placed in the following salary schedule within Grade III:

Captain

Group A\$2,000

Grade IV: The following position is hereby classified in Class F, Grade IV, and placed in the following salary schedule within Grade IV:

Chief of battalion

Group A\$3,000

Grade V: The following positions are hereby classified in Class F, Grade V, and placed in the following salary schedule within Grade V:

6th assistant fire marshal

5th assistant fire marshal

4th assistant fire marshal

3rd assistant fire marshal

2nd assistant fire marshal

1st assistant fire marshal

Group A\$3,500 and above

CLASS G—LIBRARY SERVICE.

Positions connected with the administration of public libraries, and requiring training and ability in library methods. Cataloguers, library assistants, and branch librarians who have qualified for Grade I or Grade II, original entrance examinations, and have been certified to positions, may during their probationary period be appointed in the order of certification to a higher group in the same grade for approved training or experience in corresponding work as follows: For one year of such training or experience appointments may be made to Group D; two years, Group C; three years, Group B; provided that the efficiency of such appointees shall be above the required standard for such branch of the service; advancement thereafter to be automatic on the basis of seniority and efficiency. Employees in Grade I may be advanced to the next higher salary group by giving them credit for time served in the training class of the Chicago Public Library, and efficiency as shown by their efficiency record.

Grade I: Positions the duties of which require some skill and accuracy, and a general training, but not necessarily much experience, and involving responsibility. The following position is hereby classified in Class G, Grade I, and placed in the following salary schedule within Grade I:

Junior library assistant

CIVIL SERVICE COMMISSION

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|---|---------|
| Group D | \$ 480 |
| Group C (at least 1 year's service in lower group)..... | 540 |
| Group B (at least 1 year's service in next lower group)... | 600 |
| Group A (at least 1 year's service in next lower group)... | 660 |
| Grade II: Positions the duties of which require training, experience and ability, which may or may not be supervisory, and involving a higher degree of responsibility than Grade I positions. The following positions are hereby classified in Class G, Grade II, and placed in the following salary schedule within Grade II: | |
| Senior cataloguer | |
| Senior library assistant | |
| Group E | \$ 720 |
| Group D (at least 1 year's service in lower group)..... | 780 |
| Group C (at least 1 year's service in next lower group)... | 840 |
| Group B (at least 1 year's service in next lower group)... | 900 |
| Group A (at least 1 year's service in next lower group)... | 960 |
| Grade III: Positions the duties of which are supervisory, involving accountability for the work of others. Also positions which require the exercise of independent judgment in the performance of specialized or expert duties, but not necessarily supervisory. The following positions are hereby classified in Class G, Grade III, and placed in the following salary schedule within Grade III: | |
| Principal branch librarian | |
| Principal cataloguer | |
| Principal library assistant | |
| Group D | \$1,020 |
| Group C (at least 1 year's service in lower group)..... | 1,080 |
| Group B (at least 1 year's service in next lower group)... | 1,140 |
| Group A (at least 1 year's service in next lower group)... | 1,200 |
| Grade IV: Positions the duties of which are supervisory, involving accountability for the work of others in a larger branch or section than in the case of Grade III positions. Also positions the duties of which require a higher order of specialized knowledge than in the case of Grade III positions, but not necessarily supervisory. The following positions are hereby classified in Class G, Grade IV, and placed in the following salary schedule within Grade IV: | |
| Assistant statistician | |
| Head branch librarian | |
| Head library assistant | |
| Supervisor of special deposits | |
| Group D | \$1,260 |
| Group C (at least 1 year's service in lower group)..... | 1,320 |
| Group B (at least 1 year's service in next lower group)... | 1,380 |
| Group A (at least 1 year's service in next lower group)... | 1,440 |

Grade V: Positions the duties of which are administrative, requiring special qualifications and recognized expert knowledge and involving responsibility for the work of an entire bureau or division. The following positions are hereby classified in Class G, Grade V, and placed in the following salary schedule within Grade V:

City statistician

Division chief

Medical librarian

School statistician

Group A\$1,500—\$2,400

Grade VI: Positions the duties of which are executive and administrative, involving responsibility for the work of an entire department, under the head or heads of such department, and requiring the highest order of expert knowledge in technical library methods. The following positions are hereby classified in Class G, Grade VI, and placed in the following salary schedules within Grade VI:

Assistant librarian

Group A\$3,500

Librarian

Group A\$7,200 and above

CLASS H—INSPECTION SERVICE.

Positions the duties of which relate to inspection (whether of work, materials or conditions) which do not require knowledge of any of the specialties included in other classes. Positions in this service shall be graded according to (1) the kind and importance of inspection work, and (2) the degree of responsibility involved. For purpose of grading, all inspection work is divided into three orders, as follows:

1st Order: Work which involves the exercise of independent judgment in the inspection and supervision of operations, activities or conditions, and requires a technical knowledge of the principles of design and construction underlying the same, as well as training, skill and experience.

2nd Order: Inspection work which involves the exercise of independent judgment in passing on quality of materials, workmanship or special conditions, and requires skill, experience and specialized knowledge.

3rd Order: Inspection work which involves the observation of conditions and requires skill and experience, but no specialized knowledge.

Grade I: Positions the duties of which involve inspection work of the third Order. Also positions of assistants or helpers on inspection work of the second and first Orders. The following posi-

tions are hereby classified in Class H, Grade I, and placed in the following salary schedule within Grade I:

Boiler inspector's helper

Deputy smoke inspector

Dredging inspector

Electric meter inspector

Harbor police

Inspector of street openings and obstructions

Group D\$ 900

Group C (at least 1 year's service in lower group)..... 960

Group B (at least 1 year's service in next lower group).. 1,020

Group A (at least 1 year's service in next lower group).. 1,080

Grade II: Positions the duties of which involve inspection work of the 2nd Order. The following positions are hereby classified in Class H, Grade II, and placed in the following salary schedule within Grade II:

Deputy inspector of weights and measures

Gas meter tester

Gas tester

License inspector

Sidewalk inspector

Taximeter inspector

Traction inspector

Group D\$1,080

Group C (at least 1 year's service in lower group)..... 1,200

Group B (at least 1 year's service in next lower group)... 1,260

Group A (at least 1 year's service in next lower group)... 1,320

Assistant foundry pipe inspector.

Brick inspector.

Cement inspector.

House drain inspector.

House moving inspector.

Sanitary inspector.

Sewer pipe inspector.

Telephone inspector.

Ventilation inspector.

Group D\$1,080

Group C (at least 1 year's service in lower group)..... 1,200

Group B (at least 1 year's service in next lower group)... 1,320

Group A (at least 2 years' service in next lower group)... 1,440

Food inspector.

Group D\$1,200

Group C (at least 1 year's service in lower group)..... 1,320

Group B (at least 1 year's service in next lower group)... 1,380

Group A (at least 1 year's service in next lower group)... 1,440

Asphalt inspector.

- Feed inspector.
- Mason inspector.
- Mining inspector.
- Paving inspector (not employed full year).
- Timber inspector (not employed full year).
- Group C\$1,200
- Group B (at least 1 year's service in lower group)..... 1,320
- Group A (at least 1 year's service in next lower group)... 1,500

Grade III: Positions the duties of which involve inspection work of the 1st Order. Also positions the duties of which are supervisory, involving accountability for the work of inspectors doing inspection work of the 3rd and 2nd Orders. The following positions are hereby classified in Class H, Grade III, and placed in the following salary schedules within Grade III:

- Asphalt inspector in charge.
- Assistant deputy oil inspector.
- Assistant identification inspector.
- Assistant street inspector.
- Backfill inspector.
- Boiler inspector.
- Brick inspector in charge.
- Building inspector.
- Chief license inspector.
- Conduit and electrical construction inspector.
- Cooling plant inspector.
- Deputy oil inspector.
- Electric light and power inspector.
- Elevator inspector.
- Fire escape inspector.
- Foundry pipe inspector.
- Gas lamp inspector.
- Material inspector.
- Medical inspector.
- Paving brick tester.
- Sanitary inspector for rendering plants.
- Sewer pipe inspector in charge.
- Structural iron inspector.
- Supervising sidewalk inspector.
- Water pipe inspector.
- Group D\$1,440
- Group C (at least 1 year's service in lower group)..... 1,500
- Group B (at least 1 year's service in next lower group)... 1,560
- Group A (at least 1 year's service in next lower group)... 1,620
- Electrical inspector.
- Inspector (school property).
- Meter and plumbing examiner.

Plumbing inspector.

Sanitary and plumbing plan examiner.

Supervising food inspector.

Group D\$1,500

Group C (at least 1 year's service in lower group)..... 1,560

Group B (at least 1 year's service in next lower group)... 1,620

Group A (at least 1 year's service in next lower group)... 1,740

Grade IV: Positions of principal assistant to the head of a department or principal branch thereof, the duties of which are supervisory, involving accountability for the entire department or branch, under the direction of the head of such department or branch. Also positions the duties of which are supervisory, involving complete charge of an entire line of inspection work of the 1st Order. The following positions are hereby classified in Class H, Grade IV, and placed in the following salary schedules within Grade IV:

Boiler inspector in charge.

Building inspector in charge.

Chief deputy inspector of weights and measures.

Elevator inspector in charge.

House drain inspector in charge.

Inspector of personnel.

Machinery inspector.

Paving inspector in charge.

Plumbing inspector in charge.

Street inspector.

Supervising medical inspector.

Supervising sanitary and plumbing inspector.

Water pipe inspector in charge.

Group D\$1,740

Group C (at least 1 year's service in lower group)..... 1,860

Group B (at least 1 year's service in next lower group)... 1,980

Group A (at least 2 years' service in next lower group)... 2,100

Assistant bureau chief of food inspection (enters in Group C).

Assistant bureau chief of sanitary inspection (enters in Group C).

Chief deputy oil inspector.

General inspector of street repairs.

Inspector of moral conditions (enters Group B).

Sewer inspector in charge.

Ventilation inspection in charge (enters Group B).

Group D\$2,100

Group C (at least 1 year's service in lower group)..... 2,220

Group B (at least 2 years' service in next lower group)... 2,340

Group A (at least 2 years' service in next lower group)... 2,520

Grade V: Positions the duties of which are administrative, involv-

ing responsibility for the work of an entire bureau or division, and requiring the highest order of expert knowledge. The following positions are hereby classified in Class H, Grade V, and placed in the following salary schedule within Grade V:

Bureau chief of food inspection.

Bureau chief of sanitary inspection.

Chief electrical inspector.

Chief gas tester.

Chief identification inspector.

Chief street inspector.

Department inspector.

Group A\$2,520 and above

CLASS I—SUPERVISING SERVICE.

Positions the duties of which are chiefly supervisory, involving accountability for the maintenance of public property, for the work of public employes, or for the custody of public charges, but not requiring knowledge in any of the specialties included in other classes.

Grade I: Positions the duties of which include the care of public property or public charges, involving a fixed responsibility but not necessarily the exercise of independent judgment. The following positions are hereby classified in Class I, Grade I, and placed in the following salary schedule within Grade I:

Assistant bathing beach director (not employed full year).

Assistant playground director (not employed full year).

Interpreter assistant.

Life saver (not employed full year).

Matron (board and lodging provided, maximum Group B).

Matrons (enters Group C).

Physical instructor.

Group D\$ 720

Group C (at least 1 year's service in lower group)..... 780

Group B (at least 1 year's service in next lower group)... 840

Group A (at least 1 year's service in next lower group)... 960

Grade II: Positions the duties of which are supervisory, involving accountability for the work of persons in Grade I positions, or for the care or custody of public property or public charges, and requiring the exercise of independent judgment. Also positions of principal assistant to persons in Grade III positions. The following positions are hereby classified in Class I, Grade II, and place in the following salary schedule within Grade II:

Head matron (board and lodging provided).

Supervising housekeeper (board and lodging provided).

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| Group D | \$ 720 |
| Group C (at least 1 year's service in lower group)..... | 780 |
| Group B (at least 1 year's service in next lower group)... | 840 |
| Group A (at least 1 year's service in next lower group)... | 960 |
| Assistant supervisor (brick yard). | |
| Bathing beach director. | |
| Custodian of baths. | |
| Guard. | |
| Parole investigator. | |
| Playground director. | |
| Special Greek investigator. | |
| Supervisor (bakery). | |
| Supervisor (bus service for crippled children). | |
| Supervisor (grounds). | |
| Supervisor (kitchen). | |
| Truant officer. | |
| Group D | \$1,020 |
| Group C (at least 1 year's service in lower group)..... | 1,080 |
| Group B (at least 1 year's service in next lower group)... | 1,140 |
| Group A (at least 1 year's service in next lower group)... | 1,200 |
| Censor of moving pictures. | |
| Custodian of old material. | |
| Gas street lighting supervisor. | |
| Investigator (public welfare). | |
| Superintendent (Municipal Lodging House). | |
| Supervisor (printing). | |
| Supervisor (school). | |
| Supervisor (tailor shop). | |
| Group D | \$1,320 |
| Group C (at least 1 year's service in lower group)..... | 1,380 |
| Group B (at least 1 year's service in next lower group)... | 1,440 |
| Group A (at least 1 year's service in next lower group)... | 1,500 |
| Assistant superintendent of sidewalks. | |
| Assistant superintendent (water works shops). | |
| Poundmaster. | |
| Supervisor (brick yard). | |
| Supervisor (stone quarry). | |
| Group D | \$1,500 |
| Group C (at least 1 year's service in lower group)..... | 1,560 |
| Group B (at least 1 year's service in next lower group)... | 1,680 |
| Group A (at least 2 years' service in next lower group)... | 1,800 |
| Grade III: Positions the duties of which involve accountability for public employes in a specialized division of work or in a given territorial district, or for the care and custody of public buildings. The following positions are hereby classified in Class I, Grade III, and placed in the following salary schedules within Grade III: | |

Assistant superintendent (House of Correction).

Chief janitor.

Custodian of lost and stolen property.

Drillmaster.

Group C\$1,800

Group B (at least 1 year's service in lower group)..... 1,920

Group A (at least 2 years' service in next lower group)... 2,100

Special agent (Board of Education).

Superintendent of bridges.

Superintendent of construction (Fire).

Superintendent of dumps.

Superintendent of garbage disposal.

Superintendent of playgrounds and bathing beaches.

Superintendent of shops (Police).

Superintendent of water works shops.

Ward superintendent.

Group D\$2,040

Group C (at least 1 year's service in lower group).....2,220

Group B (at least 1 year's service in next lower group)... 2,340

Group A (at least 2 years' service in next lower group)... 2,460

Grade IV: Positions the duties of which are administrative, requiring special qualifications and involving responsibility for the work of an important bureau or division under the head thereof, or entire responsibility for a minor bureau or division. The following positions are hereby classified in Class I, Grade IV, and placed in the following salary schedules within Grade IV:

Assistant superintendent of sewers.

Assistant superintendent water pipe extension.

Manager of properties.

Superintendent of machinery (Fire).

Group B\$2,520

Group A (at least 2 years' service in lower group)\$2,700 and above

First assistant superintendent of streets.

Second assistant superintendent of streets in charge of street and alley cleaning.

Superintendent of employment (public welfare).

Superintendent of parks and city forester.

Superintendent of social surveys.

Superintendent of supplies.

Group A\$2,700 and above

Grade V: Positions the duties of which are executive and administrative, involving responsibility for an entire department, either independently or directly under the head or heads of such department, or for an important bureau. The following

positions are hereby classified in Class I, Grade V, and placed in the following salary schedule within Grade V:

Examiner in charge of Efficiency Division.

General superintendent (Municipal Tuberculosis Sanitarium).

Second deputy superintendent of police.

Superintendent of compulsory education.

Superintendent of repairs (Board of Education).

Superintendent of sewers.

Group A\$3,600 and above

CLASS K—SKILLED LABOR SERVICE.

Positions requiring knowledge of a trade, craft or useful art, or requiring special manual or mechanical skill, or involving the supervision of skilled or unskilled laborers, and not included in other classes. Where salary schedules are not included herein, the compensation for the performance of the duties of positions in any grade shall be uniform for a similar character and responsibility of work, and shall not be more than the salary rate or wage paid to persons engaged in similar trades or crafts or doing work requiring the same degree of manual or mechanical skill.

Grade I: Positions the duties of which require ability in a trade, craft or useful art, but do not necessarily involve the exercise of independent judgment. The following positions are hereby classified in Class K, Grade I, and placed in the following salary schedules within Grade I:

Assistant telegraph repairer.

Group A\$1,380

Bathing attendant.

Group A 720

Bathroom attendant (not employed full year).

Group A 660

Cement handler.

Group C\$1,080

Group B (at least 1 year's service in lower group)..... 1,140

Group A (at least 1 year's service in next lower group)... 1,200

Coal passer.

Group B\$ 960

Group A (at least 1 year's service in lower group)..... 1,020

Fire telephone operator.

Group C\$ 960

Group B (at least 1 year's service in lower group)..... 1,080

Group A (at least 1 year's service in next lower group)... 1,200

Gardener.

Group B, per day.....\$2.25

Group A (at least 1 year's service in lower group), per day. 2.50

Hostler.

Janitor.

Group D\$ 840

Group C (at least 1 year's service in lower group)..... 900

Group B (at least 1 year's service in next lower group)... 960

Group A (at least 1 year's service in next lower group)... 1,020

Janitress.

Group D\$ 600

Group C (at least 1 year's service in lower group)..... 660

Group B (at least 1 year's service in next lower group)... 720

Group A (at least 1 year's service in next lower group)... 780

Junior cook (all meals provided).

Group C\$ 480

Group B (at least 1 year's service in lower group)..... 540

Group A (at least 1 year's service in next lower group)... 600

Junior cook (board and lodging provided).

Group C\$ 360

Group B (at least 1 year's service in lower group)..... 420

Group A (at least 1 year's service in next lower group)... 480

Marble cleaner.

Group C\$ 780

Group B (at least 1 year's service in lower group)..... 840

Group A (at least 1 year's service in next lower group)... 900

Metal caretaker.

Group B\$ 840

Group A (at least 1 year's service in lower group)..... 900

Shut-off man.

Group C\$ 840

Group B (at least 1 year's service in lower group)..... 900

Group A (at least 1 year's service in next lower group)... 960

Stock handler:

Group D\$ 840

Group C (at least 1 year's service in lower group)..... 900

Group B (at least 1 year's service in next lower group)... 960

Group A (at least 1 year's service in next lower group)... 1,020

Sub-foreman tree laborers.

Group B, per day.....\$2.25

Group A (at least 1 year's service in lower group), per day. 2.50

Teamster.

Group B\$ 960

Group A (at least 1 year's service in lower group)..... 1,020

Watchman.

Group D\$ 720

Group C (at least 1 year's service in lower group)..... 780

Group B (at least 1 year's service in next lower group)... 840

Group A (at least 1 year's service in next lower group)... 900

Yardman.

Group B\$ 840

Group A (at least 1 year's service in lower group)..... 900

Asphalt helper.

Asphalt mixer.

Blacksmith's helper.

Boilermaker's helper.

Bricklayer's helper.

Cable splicer's helper.

Calker.

Car pusher and skinner.

Cement finisher's helper.

Cement mixer.

Clay miner and caisson
digger.

Custodian.

Diver's helper.

Dog catcher.

Driller's helper.

Drumman.

Electrical mechanic's
helper.

Gordon press feeder.

Hod carrier.

Junior crib keeper.

Kennelman.

Kettleman.

Laundryman.

Machinist's helper.

Maid.

Marine fireman.

Mucker and windlass man.

Pile driver fireman.

Pile driver mechanic.

Pipe locating machine op-
erator.

Press feeder.

Pumpman.

Rock miner.

Rock miner's helper.

Saw filer.

Seamstress.

Shademaker.

Sheet metal worker's
helper.

Stationary fireman.

Steamfitter's helper.

Stone derrickman.

Tug fireman.

Tunnel bricklayer's helper.

Tunnel miner.

Vehicle blacksmith's fin-
isher.

Weigher (asphalt plant).

Window washer.

Woodworker's finisher.

Woodworker's helper.

Woodworking machine
hands.

Grade II: Positions the duties of which require the exercise of independent judgment in the practice or pursuit of a trade, craft or useful art, requiring special manual or mechanical skill, but not regularly involving the supervision of work of more than one helper or assistant. Also positions the duties of which are supervisory, involving accountability for the work of a gang or a crew of unskilled laborers, or as assistant to the person in Grade III position. The following positions are hereby classified in Class K, Grade II, and placed in the following salary schedules within Grade II:

Arc lamp repairer.

Group A\$1,500

Arc lamp trimmer.

Group A\$1,200

| | |
|--|---------|
| Asphalt foreman. | |
| Group A | \$1,500 |
| Assistant foreman bridge repairs. | |
| Group A | \$1,680 |
| Assistant foreman water pipe construction. | |
| Group B | \$1,680 |
| Group A (at least 2 years' service in lower group)..... | 1,800 |
| Assistant general meter foreman. | |
| Group B | \$1,680 |
| Group A (at least 2 years' service in lower group)..... | 1,800 |
| Auto safety appliance examiner. | |
| Group A | \$1,200 |
| Boiler washer. | |
| Group A | \$1,260 |
| Bridgetender (hand-propelled bridges). | |
| Group A | \$ 960 |
| Bridgetender (power-propelled bridges). | |
| Group E | \$ 960 |
| Group D (at least 1 year's service in lower group)..... | 1,020 |
| Group C (at least 1 year's service in next lower group)... | 1,080 |
| Group B (at least 1 year's service in next lower group)... | 1,140 |
| Group A (at least 1 year's service in next lower group)... | 1,200 |
| Chauffeur. | |
| Group D | \$ 960 |
| Group C (at least 1 year's service in lower group)..... | 1,020 |
| Group B (at least 1 year's service in next lower group)... | 1,080 |
| Group A (at least 1 year's service in next lower group)... | 1,140 |
| Foreman of gardeners. | |
| Group D | \$ 840 |
| Group C (at least 1 year's service in lower group)..... | 960 |
| Group B (at least 1 year's service in next lower group)... | 1,080 |
| Group A (at least 1 year's service in next lower group)... | 1,200 |
| Motor truck driver. | |
| Group E | \$ 960 |
| Group D (at least 1 year's service in lower group)..... | 1,020 |
| Group C (at least 1 year's service in next lower group)... | 1,080 |
| Group B (at least 1 year's service in next lower group)... | 1,140 |
| Group A (at least 1 year's service in next lower group)... | 1,200 |
| Section foreman. | |
| Group B, per day..... | \$2.50 |
| Group A (at least 1 year's service in lower group), per day | 2.75 |
| Street repair foreman. | |
| Group C, per day..... | \$3.00 |
| Group B (at least 6 months' service in lower group) per day | 3.50 |
| Group A (at least 6 months' service in next lower group), per day | 4.00 |

| | |
|---------------------------------------|--|
| Assistant foreman sewer cleaning. | Foreman stone-cutters. |
| Battery man. | Foreman water pipe yards. |
| Bindery assistant. | Gen. foreman tree nurseries |
| Blacksmith. | Glazier. |
| Boilermaker. | Granite block paver. |
| Brass finisher. | Harness maker. |
| Brassmolder. | Heading boss. |
| Bricklayer. | Head window washer. |
| Brick paver. | Insect exterminator. |
| Bridge and structural iron worker. | Instrument repairer. |
| Cabinet maker. | Janitor and caretaker (Council Chamber). |
| Cable splicer. | Junction setter. |
| Carpenter. | Junior fire alarm operator. |
| Carriage painter. | Lamp checker. |
| Carriage trimmer. | Launch operator. |
| Car tracer. | Leadsman. |
| Cement finisher. | Lineman. |
| Compositor. | Linotype operator. |
| Concrete foreman. | Load dispatcher. |
| Cook (all meals provided). | Machinist. |
| Coppersmith. | Marine pilot. |
| Coremaker. | Meter setter. |
| Crib keeper. | Meter tester. |
| Diver. | Molder. |
| Drilling expert. | Moving picture machine operator. |
| Dump foreman. | Painter. |
| Electrical mechanic. | Pattern maker. |
| Electrical repairer, circuits. | Photographer. |
| Electrolysis investigator. | Piano tuner and repairer. |
| Elevator operator. | Pile driver foreman. |
| Elevator starter. | Plumber |
| Examiner of moving picture operators. | Pressman. |
| Foreman asphalt cut-out. | Printer. |
| Foreman asphalt plant. | Scale repairer. |
| Foreman asphalt repairs. | Senior caretaker. |
| Foreman cement finishers. | Sheet metal worker. |
| Foreman cement mixers. | Sign painter. |
| Foreman drummen. | Station repairer. |
| Foreman electrical mechanics. | Steam drill operator. |
| Foreman laborers. | Steamfitter. |
| Foreman shut-off men. | Stone crusher operator. |
| Foreman stables. | Stone cutter. |
| | Stone mason. |
| | Tapper. |

Tar and gravel roofer.
 Telegraph repairer.
 Wagonmaker.

Wheelwright.
 Woodworker.

Grade III: Positions the duties of which are administrative, requiring special qualifications and involving responsibility for the work of one or more gangs or crews of skilled or unskilled laborers or for the work of an entire division. Also positions the duties of which require a high order of specialized knowledge and ability in a trade, craft or useful art, but not necessarily supervisory. The following positions are hereby classified in Class K, Grade III, and placed in the following salary schedules within Grade III:

Examiner public motor vehicle operators (maximum Group B).

Foreman sewer cleaning (enter Group B).

Head motor truck driver (maximum Group B).

Group C\$1,500

Group B (at least 2 years' service in lower group)..... 1,680

Group A (at least 3 years' service in next lower group)... 1,800

Chief steamfitter.

Fire alarm oper. (enters
 Group B).

Foreman brick and concrete repairers.

Foreman bricklayers.

Foreman bridge and structural
 iron workers.

Foreman bridge construction and
 repairs.

Foreman carpenters.

Foreman electric lights.

Foreman granite and brick
 repairs.

Foreman linemen.

Foreman machinists.

Foreman meter shop.

Foreman municipal foundry.

Foreman oiling and macadam repairs.

Foreman painters.

Foreman pattern makers.

Foreman repair shops.

Foreman sewer pipe yards.

Foreman sewer repairs.

Foreman sheet metal workers.

Foreman shops.

Foreman water pipe construction.

General foreman circuits.

General foreman conduits.

General foreman pipe
 yards.

Plumber foreman.

Tunnel foreman.

Group C\$1,800

Group B (at least 1 year's service in lower group)..... 1,920

Group A (at least 2 years' service in next lower group)... 2,100

Chief fire alarm operator.

Chief of electrical repairs.

Chief of fire alarm wires.

Foreman of horses.

General foreman electrical mechanical.

General foreman linemen.

General foreman asphalt
 repairs.

General foreman school
 repairs.

CIVIL SERVICE COMMISSION

General foreman street
restoration.

Master mechanic.
Tunnel superintendent.

General meter foreman.

Group A\$2,400 and above

CLASS L—LABOR SERVICE.

Positions of persons rendering labor service, specialized or general, where a choice by competition is impracticable. Grades or ranks shall not be provided or recognized in this service. Where salary schedules are not included herein, the compensation for the performance of duties of positions in either branch of the labor service shall be uniform for similar character and responsibility of work, and shall not be more than the salary rate or wage paid to persons engaged in similar work.

Branch a: Positions in which the service is general and common. The following position is hereby classified in Class L, branch a:
Laborer.

Branch b: Position in which the service is specialized. The following positions are hereby classified in Class L, branch b:

| | |
|-----------------------------|-----------------|
| Attendant. | Deckhand. |
| Attendant (infant welfare). | Farmhand. |
| Automobile caretaker. | Mucker. |
| Barnman. | Scrubwoman. |
| Building laborer. | Sewer laborer. |
| Caretaker. | Tunnel laborer. |
| Construction laborer. | |

CIVIL SERVICE REGULATIONS

ADOPTED AND IN FORCE OCTOBER 18, 1912.

IN FORCE AS AMENDED MAY 18, 1914.

REGULATION I.

OFFICE REGULATIONS.

1. The Civil Service Commission shall elect annually one of its members as president, who shall during his term be its executive officer.

2. The secretary and chief examiner, in addition to the duties prescribed by law, shall, under the direction of the Commission, have direct charge of all examinations, supervision of all records and control of all office employes and special examiners.

3. The working organization of the office shall be by divisions as follows:

Division of Mental Examinations.

Division of Medical and Physical Examination.

Division of Records.

Division of Efficiency.

Division of Labor.

4. Each division shall be under the immediate direction of an examiner in charge, responsible to the secretary and chief examiner.

5. Hearings and legal work shall be under the direction of counsel, subordinate only to the Commission.

6. A calendar of formal announcements, including hearings, petitions, examinations, trial board cases, etc., shall be kept on file by the secretary.

7. Unless otherwise ordered, Wednesdays at 2 p. m. shall be the days and hours for hearing charges against members or employes of the Police Department, and Fridays at 2 p. m. the days and hours for hearing charges against members or employes of the Fire Department. The time for hearing other charges shall be as ordered by the Commission.

8. Each city department and each bureau or division of any department which prepares pay-rolls and reports affecting civil service routine, shall designate one employe to act regularly as its representative in transacting business with the Civil Service Commission.

9. Temporary appointments shall run in periods of not to exceed eight weeks, according to the schedule as indicated in the minutes of Sept. 10, 1909, regardless of the date upon which the authority was granted. If it becomes necessary to request the renewal of any temporary authority, such request must be in the hands of the Commission before the date of expiration of the same.

10. No person other than those engaged in an examination shall be admitted to the examination room during the progress of any mental, medical or physical examination, except upon the order of a member of the Commission or of the secretary and chief examiner.

11. Sample sets of questions serving as types of various examinations shall be prepared and kept by the secretary for the information of the public. Questions in a given examination held shall not be accessible to the public.

12. Names of those who fail in an examination shall not be disclosed, except that a competitor so failing may, upon personal application, ascertain his own markings.

13. Averages on the various subjects of examination of a candidate may be obtained only by personal application. Upon application to the chief examiner competitors in an examination may be permitted to inspect their own papers after the posting of an eligible list.

14. Information concerning the result of an examination shall not be made public until after the list has been posted.

15. Bills for services of special examiners shall be approved by the examiner in charge, the secretary and the Commission. Copies of all vouchers and of all requisitions for supplies, made in compliance with the financial system ordered by the comptroller, shall be kept on file.

16. The secretary shall keep such records of civil service appropriations and expenditures as may be prescribed by the comptroller, and shall make monthly report thereof to the Commission.

17. Upon request from the proper authority for the filling of any position or positions, the Commission shall check the same with its classification, and any position not covered by such classification shall be recorded in the minutes and ordered classified.

18. The Commission shall maintain a civil service library, which shall include uniform copies of its annual reports to date, and other books, pamphlets and reports of its own and other commissions; also reference books adopted from time to time as standards in examination.

REGULATION II.**APPLICATIONS.**

1. Applications for examination for the respective classes of service shall be made on forms prescribed by the Commission.

2. There must be no variation in the applicant's name in any part of the application or in the vouchers. Applications or any accompanying voucher executed or dated more than thirty days before being offered for filing shall not be accepted.

3. When required by the Commission, applicant must furnish the voucher of a licensed physician who has personal knowledge, either from medical treatment or from examination, as to the applicant's physical condition and habits.

4. The date and hour of receipt of applications shall be indorsed thereon, which in the case of approved applications shall determine priority of filing.

5. Applicants presenting defective applications, where the same may be remedied, shall be notified to appear and correct the same. Applications not approved shall be marked "rejected" and filed.

6. Applications of persons who fail to appear for examination shall not be used for any later examination.

7. An applicant who has filed an application for an examination may be permitted to change the same for another examination in the same class for which applications are being received, provided that such change shall be made before the examination originally applied for has been held. Date of change shall determine date of filing.

8. Names of applicants shall not be made public prior to examination except by permission of the Commission.

9. Cases of applicants for examination who have been previously discharged from the service of the city, or who are said to be of unfit character, shall be brought to the attention of the Commission for its action.

REGULATION III.**EXAMINATIONS.****MEDICAL AND PHYSICAL.**

1. Medical and physical examinations shall be under the direction of an examiner in charge, subject to the chief examiner. Medical examination may be conducted only by regularly licensed physicians employed for that purpose.

2. Record of the schedule of each medical examination and physical test and of the schedules of tests of strength and their weights in each physical examination, as designated by the Commission, shall be kept and shall be the standard followed in subsequent examinations of a similar character, unless amended or eliminated by order of the Commission.

3. Medical records shall be signed by the physician making examination, and physical records shall be signed by the physical examiner. In case of rejection the cause shall be clearly set forth, and shall be subject to verification.

4. Conditions under which each member of a physical class is examined must be identical. Where more than one class is examined physically in any examination, the conditions under which each class is examined must be identical.

5. The physical examiner shall announce to each class in an examination its purpose. As each test is reached he shall describe it to the class, and explain its object and the proper method of undergoing it.

6. In the medical and physical examination of a large number of candidates only so many shall be summoned each day as may be conveniently examined, and the examination may be continued on subsequent days until the same is completed.

7. Applicants shall fill out such forms and answer such questions as may be required for the purpose of identification or for medical and surgical information, and when required to do so shall make such written statements and answers under oath.

8. In every case in which medical and physical examination is required an applicant shall first be examined medically.

9. If at any time during medical or physical tests in an original entrance or promotion examination cause for rejection of an applicant is found, his examination shall be terminated; and such applicant shall be notified of his rejection.

10. Intoxication or unclean bodily condition of an applicant at any examination shall be grounds for his rejection as physically unfit.

11. When doubt exists as to the ultimate medical fitness to meet the requirements of a position, the applicant may be accepted conditionally upon further medical examination. Such acceptance shall be permissible only when surgical operation may qualify an applicant, or when physical disqualification may be temporary.

12. Applicants accepted conditionally shall be permitted to participate in all parts of the examination. Final qualification shall depend upon medical re-examination, provided that no such re-examination shall be permitted after the posting of an eligible list affected thereby unless the Commission, by special order entered in the minutes, shall stipulate the conditions under which such medical re-examination may be held.

13. At the completion of medical and physical tests in promotion or original entrance examinations, all records and data pertaining thereto shall be transmitted to the examiner in charge of medical examinations, and responsibility for such records on the part of the examiner in charge of medical and physical tests shall cease except as to their accuracy.

14. In case of injury or accident to a candidate, or of irregularity in an examination, the examiner in charge shall immediately make a written report containing the names of witnesses, with other details, to the chief examiner.

15. In original entrance examinations general statistics as to nationality, age and condition shall be kept as directed by the chief examiner.

16. During the progress of medical and physical examinations the examination room shall be inspected daily by the physicians as to sanitary and healthful conditions. Apparatus, instruments and equipment shall be cleaned and kept sanitary.

17. Examinations in Class L (Labor service) shall be held at such times and for such groups and districts as the needs of the service may require.

REGULATION IV.

EXAMINATIONS.

MENTAL, ORAL AND PRACTICAL TESTS.

1. Examinations, unless postponed, must be held upon dates fixed by the Commission in its advertisement. Examinations may be postponed only by order of the Commission, which order shall designate the reason and fix a new date, not to exceed thirty days subsequent to the date originally set. Applicants shall be notified of postponement.

2. Examinations may be conducted without assembling candidates, may be oral or written, and may be supplemented by practical tests.

3. At examinations, except in Class L (Labor service), each competitor first shall make out and seal a declaration sheet, and when required, a character-reference card. When both are used they shall be sealed under the same cover.

4. Competitors in an assembled examination shall receive papers relating to a given subject or subjects at the same time. In a non-assembled examination such papers shall be mailed to competitors at the same time.

5. Examination papers at assembled examinations must be written in ink, on one side of the sheet. Preliminary work may be done with pencil. No other paper than that furnished by the Commission shall be used. All mathematical work must be shown in full.

6. Examiners shall make announcements to the whole class, and must not explain any question to an individual competitor.

7. Communication shall not be permitted between competitors during examination.

8. Assembled examinations must be held in the presence of one or more examiners or monitors, and in the room or rooms set apart for such examination.

9. Time limit for an examination or session thereof shall be fixed by the chief examiner. Competitors shall be notified of such time limit when assembled.

10. Allowance shall not be made to a competitor for time lost by him in an examination.

11. Examiners must have all examination papers, whether completed or not, turned in within the time limit set for the examination or any session thereof. Competitors withdrawing from an examination shall be required to return all questions and other papers to the examiner in charge.

12. Competitors shall not leave the examination room without permission from an examiner, and not then unless accompanied by an authorized person.

13. Should an examiner suspect that a competitor has obtained improperly information relating to an examination, the chief examiner shall be informed and the name of such competitor shall be withheld from an eligible register until the facts have been investigated.

14. In all examinations the Commission shall furnish writing paper, pen and ink. Other material, machine or instrument must be furnished by the applicant.

15. Books, maps, diagrams or data of any kind shall not be permitted for the information of competitors during examinations, unless authorized by the chief examiner.

16. Upon completion of an examination in one session each candidate shall deliver the envelope containing the declaration sheet and character-reference card, if there be one, together with his papers, to the examiner in charge. The examiner shall count the papers in the candidate's presence, and shall make notation upon the papers of the number of sheets on each examination subject. Papers and envelope shall be fastened together by the examiner.

17. In case the examination is of more than one session, at the end of the first session a temporary number shall be given to the envelope and papers of each candidate, and a duplicate of such number shall be handed to the candidate, to be turned in at the close of the following session. Such routine shall be followed from session to session until the examination is completed.

18. Signatures to papers or marks thereon tending to disclose identity of competitors shall be reported to the chief examiner and shall be the cause for rejection of papers upon order of the Commission.

19. For the purpose of concealing identity, papers of each applicant shall be given a grading number by an examiner other than the person receiving such papers at the examination. Such number shall be stamped on the envelope containing the declaration, and on each sheet of the applicant's papers. Each envelope and set of papers

shall be given a different number and the sealed envelopes shall then be filed, and shall not be opened until all papers belonging to that examination have been graded and permanent records made of averages on the various subjects. Papers shall be sorted for grading according to subjects.

20. Permanent record shall be made of gradings made by the various examiners on the different subjects of an examination, without reference to the weights fixed by the examination schedule. General averages shall be computed after seniority and other fixed allowances have been added. The computation of general averages in an examination shall be made by the same examiners, and in all cases must be checked back by another examiner before eligible lists are made up.

21. General averages shall be arrived at in the following manner: Multiply the average in each subject by the weight given thereto; add the products thus obtained and seniority, when seniority is a factor; divide this result by the sum of the weights. The quotient will be the general average.

22. Examination papers at all times will be in charge of the chief examiner. No papers shall be taken from the office, or examining board permitted to work outside of the office, except upon authority of the chief examiner.

23. Oral examinations, when ordered by the Commission, shall be conducted by not less than three examiners, one of whom shall be an examiner attached to the Civil Service office. Each examiner shall grade the answers independently. Questions to applicants shall be directed to the same subject matter, and a record of questions and the markings thereon shall be preserved.

24. Markings in practical tests shall be made by a board of not less than three examiners, one of whom shall be an examiner attached to the Civil Service office. The same record as that for oral examinations shall be made.

REGULATION V.

SPECIAL EXAMINERS AND EXAMINING BOARDS.

1. Unless otherwise ordered, the chief examiner shall employ a sufficient number of persons to act as special examiners to assist the Commission in the conduct and grading of any examination.

2. When an examining board is appointed by the Commission to conduct an examination such board shall have full charge and direction of same, including the grading of the papers, subject only to the rules and regulations of the Commission. The routine clerical work pertaining to all examinations shall be performed by employees in the office of the Commission.

3. Questions or other tests found by examiners to be ambiguous,

misleading, unfair or in the nature of "catch" questions or tests shall be reported to the Commission and, with its approval, may be eliminated from any examination.

4. Statements for services and expense accounts of members of examining boards and of special examiners must be itemized in all instances, and when approved shall be paid by voucher.

REGULATION VI.

GRADING EXAMINATION PAPERS.

1. Examiners shall prepare a scheme and establish a standard for marking each question on those subjects for which specific rules for marking are not prescribed.

2. The following general plan for the marking of papers shall be observed:

(a) Mark the perfect answer of an entire question on the basis of 100.

(b) Where a question is divided into two or more parts, a value shall be given to each part in the discretion of the examiners according to its relative importance, and the total value of all parts of the question shall equal 100.

(c) Mark a faulty answer according to its value on a scale of 100.

(d) Examiners shall complete the markings of the answers of all applicants to a given question before taking up the answers to another question.

(e) When members of a grading board fail to agree on the value to be given to an answer, the average of their individual ratings shall be the applicant's marking for the question.

(f) Examiners shall enter their markings upon a tabulating sheet provided for that purpose and shall sign their names thereto upon completion of their work.

PENMANSHIP.

3. Penmanship shall be marked according to an established standard with reference to the requirements of the position to be filled. Points to be considered will be legibility, uniformity, neatness, ease and rapidity.

4. Standards shall be kept up to date as follows: Specimens of handwriting shall be filed in a register. To these shall be added, from time to time, specimens of penmanship of distinctive character. In this register shall also be recorded the markings given to such specimens of penmanship in different kinds of examinations.

EXPERIENCE.

5. The term "experience" shall be understood to mean training tending to qualify an applicant to perform the duties of the position to be filled. The following points shall be considered with reference to the requirements of the position: Age, education, practical and

theoretical training, nature and length of employment, success attained, salary or compensation of positions held, extent of supervision over the work of others, and other information tending to show the applicant's qualifications.

6. Standards shall be fixed and maintained by keeping a record, in any examination for which a standard has not already been established, of the markings on this subject, according to standards fixed as above, with reference to the responsibility, duties and requirements of the position to be filled. In grading succeeding examinations the standards shall obtain unless amended or eliminated by order of the Commission.

SPELLING.

7. Webster's dictionary shall be the recognized standard of spelling.

8. For each error in spelling, when the exercise consists of twenty words, deduct five from 100.

9. Where a competitor makes two or more attempts at spelling a word and leaves an incorrect spelling uncanceled, it shall be considered an error as in 8.

10. Where the subject of spelling is marked upon any one manuscript, two points shall be deducted from 100 for each word misspelled, provided that no additional charge shall be made for repeated misspelling of the same word.

LETTER-WRITING.

11. In marking the letter, form, style and matter shall each be marked on a scale of 100 and the quotient resulting from a division by 3 of the sum of the marks on form, style and matter shall be the mark of the letter.

12. Errors in the form of a letter shall be charged as follows:

| | From 100 deduct |
|--|-----------------|
| (a) For omission or repetition of: | |
| Subscription | } each 10 |
| Date line | |
| Address | |
| Salutation | |
| Each word | 1 |
| (b) For misplacement or transposition of: | |
| Whole or part of date line..... | } 3 |
| Whole or part of address | |
| Date line and address | |
| (c) For each palpable error in: | |
| Syntax | } each 3 |
| Spelling (provided no charge shall be made for the repeated misspelling of the same word)..... | |
| Division of word or omission of hyphen | } 1 |
| Punctuation, capitalization | |

(d) For irregularity of:

| | |
|------------------------|---|
| Left hand margin | 3 |
| Paragraphing | 1 |

13. Examiners shall consider the following points in marking style:

- (a) Mode of expression of thoughts or facts.
- (b) Rhetorical expression.
- (c) Choice of words and their arrangement.

14. In determining a mark on subject-matter examiners shall consider:

- (a) Adherence thereto.
- (b) Intelligence and ability shown.

MATHEMATICS.

15. Before marking the subject of mathematics examiners shall prepare a scheme for marking each problem according to the following schedule:

- (a) Mark each full question on a scale of 100.
- (b) Where a question is divided into two or more independent parts and calls for two or more final results a value shall be assigned to each part in the judgment of the examiners, so that the total of such values shall be 100.
- (c) If, when work or explanation in full is required, the correct answer is given but no work is shown, allow no credit.

(d) For an incorrect answer:

- (1) Due to error in computation in the solution of a problem consisting only of the performance of indicated operations, allow no credit.

From 100
deduct.

- (2) Due to an error in computation in a problem requiring an understanding of conditions and of what operations are to be performed, if conditions are correctly and fully stated and proper processes performed 50

(Provided that in the solution of problems in higher mathematics involving arithmetical calculations, 10 shall be deducted for each error in arithmetical computation therein, total of such deductions not to exceed 30)

(e) For each error:

- (1) In copying figures from printed questions or from work, method and computation being correct..... 10
- (2) Apparently due to copying figures from work, correct result being obtained 5

- (f) In problems in higher mathematics, where the value of one or more unknown quantities is required in the final result, and if any or all of the quantities have more than one value, for each value not given..... 10

- (g) For a mathematical expression not in its simplest form, given as the final result..... 10
- (h) For each improper use of the symbol % or c in connection with a decimal expression in designation of final result 30
- (i) For a fraction not reduced to the lowest terms.... 5
- (j) For an approximate result due to dropping of a fraction or decimal 5
- (k) Each improper or incorrect designation of final result 5
- (l) All errors in the solution of a problem materially affecting the answers thereto, not covered by the foregoing schedule of penalties, shall be considered as mistakes in computation and shall be marked according to (d).

COMPOSITION.

16. Examiners, in marking the subject of composition, shall consider the following:

- (a) Whether the composition confines itself to the subject.
- (b) As to its clearness and directness of statement.
- (c) As to its English.

TYPEWRITING.

17. Tabulating exercises and copy from specimen sheets will be marked for accuracy under the following rules:

- | | |
|--|----------|
| | From 100 |
| | deduct |
| (a) For omission, substitution, repetition or addition of: | |
| Each column | 25 |
| General head | each 10 |
| Whole line | } |
| Each column heading (charge not to exceed 10)..... | 5 |
| Each word, letter or figure | 5 |
| Dollar or other sign required | 2 |
| (b) For irregularity: | |
| Margin of column | each 5 |
| Run-over | } |
| (c) For errors (each): | |
| In name of an individual, state or place, and in other entries (only one charge to be made for full name of an individual or for repeated misspelling of same word in same way)..... | 5 |
| (d) For inaccuracy or irregularity: | |
| In column heading (total charge not to exceed 10) | each 2 |
| In abbreviation contrary to copy (total charge not to exceed 30) | } |
| (e) For improper general heading..... | 3 |
| (f) For incorrect punctuation: | |

| | |
|---|---|
| Each comma in place of a decimal, or vice versa (total charge not to exceed 10) | 2 |
| (g) For transposition of a word or item..... | 5 |
| (h) For plural instead of singular or vice versa. | 2 |

STENOGRAPHY.

. 18. When a test in this subject consists of more than one exercise, each exercise shall be marked on a scale of 100.

19. The transcript will be compared with the printed test from which the dictation was given and charges will be made for errors as follows:

| | |
|--|-----------------|
| | From 100 deduct |
| (a) For each word omitted, added, substituted or misspelled | 1½ |
| (b) For use of the plural instead of the singular or vice versa, when grammatical correctness is affected..... | 1 |
| (c) For same when grammatical correctness is not affected | ½ |
| (d) For each transposition | 2 |
| (e) For each error in capitalization, punctuation, division of a word, word repeated, abbreviation, failure to use a hyphen, incorrect use of a hyphen | ½ |
| (f) For an interlineation, erasure or faulty appearance of work as to neatness..... | 1 to 5 |

20. The rate of dictation shall be as follows:

- (a) Examination for positions in Grade II and III, 90 to 100 words per minute.
- (b) Examinations for position in Grade IV, 110 to 140 words per minute.
- (c) Examinations for positions in Grade V, 140 to 170 words per minute.

21. In tabulating exercises or exercises in transcribing from shorthand notes, or in any exercise involving a test in the operation of a typewriter or similar machine, the time consumed by the applicant in performing such exercise may, in the discretion of the Commission, be considered as a factor in determining the mark in such exercise, in connection with the accuracy and neatness of the work. The relative weights of speed and accuracy shall be 1 to 4, provided that when the mark for accuracy in an exercise falls below 70 the minimum mark for speed shall be given. The mark for speed shall be determined as follows: When the exercise is completed within the minimum time allowed therefor 100 shall be given; for each minute in excess of the minimum time allowed, deduct 2 from 100, provided that the maximum time for any exercise shall not exceed the minimum time allowed therefor by more than fifteen minutes.

COPYING FROM ROUGH DRAFT.

22. Errors in copying from rough draft shall be charged as follows:

| | |
|---|--------------------|
| | From 100 deduct |
| (a) For each error in: | |
| Transposition of enclosure, or of a word or group of words | 5 |
| Spelling (no charge shall be made for the repeated misspelling of the same word in the same manner)..... | 2 |
| Capitalization, punctuation, indention, paragraphing, division of a word, abbreviation or use of hyphen..... | 1 |
| (b) For omission, insertion, substitution or repetition of: | |
| Each word involving a test or essential change of meaning (not more than ten shall be charged for the first ten words of each omission, nor more than one for each word thereafter) | 3 |
| Each word involving no test or essential change or meaning.. | 1 |
| (c) For each word interlined or canceled (charge not to exceed five for any one interlineation or cancellation), and for stenographic periods, as "x," only one charge to be made. | 1 |
| (d) For irregularity in left-hand margin or failure to paragraph according to copy | 2 |
| (e) For omission of indicated insertion..... | 10 |
| (f) For faulty appearance of work as to neatness..... | 5 to 15 |

REGULATION VII.

ELIGIBLE REGISTERS AND CERTIFICATIONS.

1. Certifications shall be made in the following manner: Notice to the department of the name and address of the eligible; notice to the eligible of the position and the department to which he has been certified.
2. If a waiver be refused the candidate shall be so notified. An eligible who has waived certification to a position for which he did not take examination shall be recertified without withdrawal of waiver to a position for which he took examination.
3. On or before the 15th of each month a list of eligible registers which will expire by limitation within the next succeeding month shall be submitted to the Commission. In the absence of an order to the contrary, expired lists shall be stamped "Canceled."
4. Reinstatement lists shall be maintained showing names of officers and employes laid off.
5. Where eligible registers are kept for defined districts based upon residence, an eligible moving from one district to another may have his name placed on the list of eligibles, according to general average, in the district to which he has moved. Should he move back

to his former district, his name shall receive its appropriate place as determined by general average on the list for such district. Seniority of an employe transferred from such district to another district shall be determined by the date of transfer. This regulation shall not apply to the Labor service (Class L).

6. An eligible certified and afterwards transferred to or reinstated in a similar position in the same or another department or bureau, or whose title has been changed without material change of duties, shall not thereby lose any rights of seniority.

REGULATION VIII.

RECORD SYSTEM.

1. Records of eligibles from the filing of application to termination of service shall be kept by card system, based upon permanent book records, according to the following methods:

(a) All classes, except L (Labor service)—History cards shall be made upon approved applications. They shall contain applicant's name, address, date of birth, title of examination, examination number, application number and date of filing, and shall be classified by names of positions applied for pending result of examinations.

(b) Averages obtained by each applicant in the subjects of examination, and the general average obtained therefrom, shall be entered in an examination register. From this record general averages shall be entered upon the history cards of successful applicants. An eligible list for official approval, containing names and general averages in all examinations, shall be made from the examination register. Cards of applicants who attain a general average of 70 or more shall be filed alphabetically and shall constitute an index to eligible lists. Cards of those who failed to qualify shall be arranged alphabetically and returned to the original files.

(c) In addition to history-card index, eligible lists shall be copied into an eligible register, and a ready reference card list (indexed by the history card) shall be made for convenience of certification clerks. The book registers shall contain all entries affecting applicants prior to and including employment. Thereafter the index history card shall pass to a permanent service record file, and all the service entries affecting such employe shall be made thereon. The ready reference card lists shall also contain a record of all matters affecting an eligible during the life of an eligible list.

(d) After a list has been cancelled the index history cards of eligibles who failed to receive an appointment shall be filed alpha-

betically with the cards of those who failed to qualify by examination. Uncertified cards in the working list made from book registers shall be destroyed. Certified cards in the same list shall constitute a working list.

(e) Class L (Labor service)—Applications shall be entered in a book in the order of receipt. After the examination, two cards shall be prepared of those who qualify, one for use as an eligible register and the other as an index card, and entries shall also be made in the book register of the result of the examination. All reports affecting eligibles and employes shall be entered on both cards. Working cards shall be retained and shall constitute a working list. Cancelled cards shall be destroyed.

2. Reports, charges, petitions and documents, except applications, eligible lists, examination papers and correspondence not appearing in the minutes, shall be given serial numbers upon receipt. These numbers, in addition to those from 1 to 100,000, shall run in series up to 10,000 as follows: "1A to 10,000A," "1B to 10,000B," etc.

3. Applications shall be given serial numbers in the order of approval, from 1 to 100,000, after which they shall be numbered and filed in series of 10,000, beginning at 1A. Applications held for correction shall be filed separately in alphabetical order until disposed of.

4. The serial numbers of examinations shall be from 1 to 10,000, after which they shall be numbered and filed in series of 10,000, with the addition of a letter as above. Physical sheets in original entrance or promotional examinations shall be filed in the same way, except that they should be indexed alphabetically. Identification sheets shall be filed alphabetically in yearly series.

5. Papers resulting from an examination shall be filed under the serial number of the examination, and in the order of their grading number.

6. Official eligible lists shall be copied in letter-press books and the original shall be filed under the serial number of the examination. Examination questions for each examination shall be filed in the same manner.

7. Official minutes of the Commission shall be copied in a letter-press book, and the originals shall be bound in volumes covering a period of one year from Jan. 1 to Dec. 31, inclusive. The original copy and the letter-book copy shall be kept in separate fireproof vaults.

8. Carbon copies shall be made of answers to all official correspondence and filed with the communication to which they reply, alphabetically, except in case of letters to heads of departments, which shall be copied in letter-press books and indexed alphabetically.

9. The following book records shall be preserved in their serial order: Pay-roll records, registers of eligibles, records of examination gradings, registration for promotion, ledger accounts of expenditures.

10. No records shall be withdrawn from the files without a receipt being left for the same. A memorandum shall be kept of all records taken out or returned.

11. Stock records of all supplies shall be kept. An annual inventory of the property of the Commission shall be made, including supplies on hand, furniture and equipment.

12. Records of medical, physical and experience standards, as approved by the Commission, shall be copied in a letter-press book, and the original copy shall be placed on file and preserved in serial order. All copies of such standards shall bear the approval stamp of the Commission.

REGULATION IX.

CHARACTER INVESTIGATION.

1. Character of eligibles shall be investigated and references verified in advance of certification. Such investigation shall be made with reference to the activity of the list, and the inquiry shall be kept up to date.

2. Investigations shall be conducted personally or through the medium of blanks of regulation form mailed to the references furnished by applicants. Replies of references shall be held confidential.

3. Eligibles whose references prove unsatisfactory shall be notified to appear at the office of the Commission and remedy defects.

4. Eligibles previously discharged from the city service shall be called before the Commission to make explanation. In default of such appearance their names shall be excluded from the eligible list.

5. All character reports shall be signed by the examiner or agent making the investigation. Investigation sheets in any case shall be bound together and filed for reference.

REGULATION X.

IDENTIFICATION.

1. The declaration sheet of an eligible, other than one certified from a promotion list or an original entrance list for the Police and Fire service, shall be compared as to statements of fact and handwriting with application and duplicate sheet sealed by the eligible at the time of mental examination.

2. In examinations not involving mental test the employment declaration sheet of an applicant shall be compared with the special form of identity sheet or card, and also with his application.

3. Finger prints and signatures of candidates shall be taken upon cards designed for that purpose, at the physical examination, at the mental examination and at the place of employment after certifica-

tion. Descriptive particulars, written on the card under the direction of an examiner for the Commission at the time of the medical examination, shall be used in addition to a comparison of the three finger prints, in establishing the identity of the person appointed as the person who was examined for the position.

REGULATION XI.

PAY-ROLL CHECKING.

1. Pay-rolls shall be checked to determine legality of employment. Each item shall conform to the civil service records. Correct items in the classified service shall be stamped "L" meaning "legal," and those exempt shall be stamped "exempt." Each incorrect item shall be red-lined and a memorandum of the same sent to the department.

2. Rolls checked shall be certified in writing by the secretary and chief examiner. Each roll shall also bear the initial or name of the employe or employes checking the same.

3. Departments must deliver pay-rolls to the Civil Service office. Time of receipt and time of forwarding to the comptroller's office shall be stamped on each roll, and rolls shall be checked, so far as practicable, in the order of their receipt.

4. All department reports relating to service records of employes shall be entered in books from which pay-rolls shall be checked. Such records shall contain a check for each item covering the period of any roll.

5. The laborers' pay-roll register in the Civil Service office shall show that all employes receive time during each month, or that a report has been received in this office from the employing officer giving the reason why such employe's name does not appear on the pay-roll; otherwise the pay-roll shall not be passed, and the employing officer shall be notified that the pay-roll is held in this office.

6. The pay-roll shall not be passed unless all certifications and reinstatements made by the Civil Service Commission are reported upon by the employing officer within thirty days of the time such certification and reinstatements are made.

REGULATION XII.

EFFICIENCY DIVISION.

1. The efficiency division shall maintain the record of duties and classification of civil service positions kept by the Commission, and shall furnish recommendations and reports when required.

2. The efficiency division shall keep a record of any change in or creation or abolition of any office or place of employment, and

of all changes in departmental organization, for classification purposes and for charting.

3. A report of the Efficiency Division shall be attached to the following departmental reports, affecting positions for the guidance of the Commission in disposing of same, and shall be filed therewith:

- (a) Changes in compensation of officers or employees.
- (b) Changes in compensation of groups or grades.
- (c) Changes in titles of officers or employees.
- (d) Changes in titles of groups or grades.
- (e) Transfers involving duties, title, compensation, class or grade.
- (f) Other requests or reports requiring action other than regular office routine.

4. It shall be the duty of the Efficiency Division to furnish the Commission with a statement of the duties, class and grade of any position for which examination is to be held, and before an examination is advertised the title and grade of same shall be verified with the duties and classification records.

REGULATION XIII.

INDIVIDUAL EFFICIENCY RECORDS.

Sheets for monthly efficiency markings shall be furnished by the Civil Service Commission to departments. They must be made out in ink or on the typewriter.

The monthly efficiency markings of all appointees in the classified service shall be derived from the daily time reports and reports of work of employees in the department, bureau, division or section concerned. They must be submitted to the Civil Service Commission not later than the third day of the month following the ended period. A duplicate copy should be retained for the files by the head of each department.

The records of daily and monthly efficiency markings and work reports shall be open for inspection by all employees and by the Civil Service Commission.

The Commission retains to itself exclusive authority in entering markings upon efficiency records (a) in the case of any final average of more than 85 or less than 75; (b) in the case of any final average with any part thereof more than 85 or less than 75.

In reporting a marking above 85 or below 70, the department or bureau head must report also the facts believed to justify it, and transmit the same to the Commission. No marking in either of these cases shall be entered on the efficiency record until after an investigation has been made and the marking approved by the Commission and reported to the head of the department concerned.

The Commission will record the final efficiency markings derived from these monthly reports, in accordance with the rule and regulation above referred to.

EFFICIENCY STANDARDS—FACTORS AND WEIGHTS.

The Commission has prescribed in its rules and regulations the subjects, factors and weights to be used in determining the efficiency marking for "quality of work" and has provided a schedule of demerits based upon "attendance" and "discipline."

The factors to be used in obtaining the efficiency of employes in the classified service shall be (1) quality of work, (2) attendance, (3) discipline.

QUALITY OF WORK.

The efficiency standards for the "quality of work" marking shall be uniform for all positions having duties of the same general character and substantially of similar authority, importance and responsibility. These standards shall be based on the record of quality and quantity of work accomplished, and not on personal judgment unsupported by facts. The "quality of work" standard should indicate clearly the factors and weights used, the total efficiency standard being indicated by the following figures:

| | |
|-------------------------|-------------|
| Above 85 | Exceptional |
| Between 85 and 80 | Very Good |
| Between 80 and 75 | Good |
| Between 75 and 70 | Fair |
| Below 70 | Poor |

Sub-factors and specific weights shall be used in the efficiency standards for "quality of work" wherever practicable.* The definitions and weights of the sub-factors which shall be applied in marking the "quality of work" of different employes are as follows:

- A—Ability: Ability to perform the special duties of the position, physical ability, general health, endurance, technical ability, special knowledge, mechanical skill, neatness of work, originality, resourcefulness, initiative, ability to direct work and to manage men, executive ability, sense of order, system, judgment, discretion, tact.
- C—Activity: Alertness, promptness, speed, industry, perseverance, energy, diligence, willingness to work.

| | | |
|-----------------------|------------|-----------|
| *To illustrate: | Mark given | Weight |
| Ability | 76 | .5 = 38.0 |
| Activity | 0 | .0 = 0.0 |
| Economy | 65 | .3 = 19.5 |
| Reliability | 81 | .2 = 16.2 |
| Quality of Work | | 73.7 |

E—Economy: Efficiency of labor, quantity, results. (In marking the activity of employes, use sub-factor "economy" where the work is measurable; otherwise use sub-factor "activity".)

R—Reliability: Certainty of action, sobriety, health, accuracy, exactness, freedom from errors, truthfulness, attention to duty, faithfulness.

MEDICAL SERVICE—Class A.

| | A | C | E | R |
|---------------------------------|----|----|---|----|
| Laboratory | .5 | .3 | | .2 |
| Hospital | .4 | .4 | | .2 |
| Specialized and expert | .5 | .3 | | .2 |
| Executive and supervisory | .5 | .3 | | .2 |

ENGINEERING SERVICE—Class B.

| | | | | |
|--|----|----|--|----|
| Drafting and detailing | .4 | .5 | | .1 |
| Field and construction | .4 | .4 | | .2 |
| Designing and estimating | .5 | .3 | | .2 |
| Executive, specialized, supervisor and expert..... | .5 | .3 | | .2 |

CLERICAL SERVICE.—Class C.

| | | | | |
|--|----|----|--|----|
| General office routine | .3 | .5 | | .2 |
| Specialized, expert, accounting, auditing, stenography.. | .5 | .3 | | .2 |
| Executive and supervisory | .5 | .3 | | .2 |

OPERATING ENGINEERING SERVICE.—Class E.

| | | | | |
|---|----|--|----|----|
| Assistants—Not in charge of plants..... | .5 | | .3 | .2 |
| Engineer-custodians | .5 | | .3 | .2 |
| Executive—In charge of plants | .6 | | .3 | .1 |

LIBRARY SERVICE.—Class G.

| | | | | |
|-----------------------------|----|----|--|----|
| General library work | .4 | .4 | | .2 |
| Special and technical | .5 | .3 | | .2 |
| Executive | .5 | .3 | | .2 |

INSPECTION SERVICE.—Class H.

| | | | | |
|--|----|----|--|----|
| Inspection of conditions, operations and activities..... | .3 | .3 | | .4 |
| Inspection of materials | .4 | .3 | | .3 |
| Executive and supervisory | .5 | .2 | | .3 |

SUPERVISING SERVICE.—Class I.

| | | | | |
|--|----|--|----|----|
| Public property, employes and charges..... | .4 | | .4 | .2 |
| Executive | .5 | | .3 | .2 |

SKILLED LABOR SERVICE.—Class K.

| | | | | |
|---------------------------|----|--|----|----|
| Specialized—Trades | .3 | | .6 | .1 |
| Foreman—Supervisory | .3 | | .5 | .2 |

LABOR SERVICE.—Class L.

| | | | |
|--|----|----|----|
| Common labor | .1 | .8 | .1 |
| Specialized labor | .1 | .7 | .2 |
| A. Ability. C. Activity. E. Economy. R. Reliability. | | | |

MERITS AND DEMERITS.

Special merits and demerits shall be added to or subtracted from the final efficiency mark for "quality of work" in accordance with prescribed schedules.

In all additions or deductions five merits or demerits shall be equivalent to one point in efficiency. No positive mark shall be given for "attendance" or "discipline," but demerits shall be charged for infractions of regularly prescribed rules and regulations, and for all other delinquencies.

Merits or demerits shall be given in accordance with the following schedule:

SPECIAL WORK.—MERITS PRESCRIBED.

Overtime—No efficiency credit shall be allowed for overtime work performed by an employee. The "quality of work" mark shall include recognition of such work where it is done without additional compensation, as follows:

For work tending to improve methods and operations within the department, performed outside of office hours and not within the regular duties of the employee, or for extraordinary effort to save life or property of the city—From one to ten merits, in accordance with the report of such work by the head of the department.

For work exceeding in quantity and quality the standard day's work, where the standards of such have been established by the department and approved by the Commission—One merit for each unit above the standard, equivalent to one demerit for each unit below the standard.

ATTENDANCE.—DEMERITS PRESCRIBED.

Tardiness—For each time tardy, give demerits as follows: One demerit for five minutes or less; 3 demerits for more than five minutes and not exceeding one hour; 5 demerits for more than one hour.

Absence without leave—Five demerits for each day. (Absence without leave for three days or less in any month shall be investigated by the head of a department or bureau. Absence without leave for four days in any three months shall be cause for investigation and suspension by the Civil Service Commission.)

Absence with leave not exceeding 15 days—Half a demerit for each day of said period; 1 demerit for each day in excess

thereof. A period so penalized shall not be for more than one month.

Absence on sick leave—Half a demerit for each day. If an employe is absent on sick leave more than 20 days in any one month, submit no efficiency marks for that month, and give no demerits for this absence.

Sundays, holidays, etc.—An employe is considered present on Sundays and holidays, when detailed on work, and during his vacation.

DISCIPLINE—DEMERITS PRESCRIBED.

The mark for discipline shall be obtained by penalties for laxity in observation or violation of established rules and regulations, failure to report, incivility, objectionable deportment or manner, inebriety, indolence, lack of personal neatness, improper habits.

If suspension is imposed for disciplinary purposes, the demerits under "discipline" shall be as follows:

| | |
|--|-------------|
| For a suspension of 1 day | 10 demerits |
| For a suspension of more than 1 day and less than 7 working days | 15 demerits |
| For more than 6 and less than 13 working days..... | 25 demerits |
| For more than 12 and less than 28 working days..... | 40 demerits |

When demerits are so made, there shall not be any penalty under "attendance" for the suspension period.

3. The total demerits reported with any individual efficiency shall be added, the sum divided by 5 and the result subtracted from the marking for quality of work. The remainder shall be entered on the report as the net efficiency.

4. All net efficiency markings shall be entered from the reports upon a card record, the record to be subdivided by departments, the departments by bureaus, divisions and sections, as may be required, and the lowest subdivision submitted, by alphabetical arrangement of names. The reports shall be held for two months in convenient reference file, arranged alphabetically, at the expiration of which time they shall be filed in alphabetical and chronological order in one-half yearly periods.

5. Markings which are not to be entered finally until after investigation, or markings to be reported to the secretary of the Commission, shall not be entered respectively on the card record until after such investigation or until after approval by the secretary.

6. Markings to be investigated shall be investigated as soon as possible after being received. The result of the investigation shall be noted on the report sheet and entered upon the card record.

The first and most important object to be accomplished by a system of civil service is to measure the efficiency of the service. This is a worthy purpose and one that appeals to the good sense and sober judgment of thoughtful men.

*(Mr. Justice Alonzo K. Vickers,
in 229 Illinois, at page 61,
October, 1907.)*

CIVIL SERVICE LAW CONSTRUED.

Todd Lunsford, Assistant Corporation Counsel.

Civil Service Act, 1895 Illinois Statutes annotated (Jones and Addington) 1913, Vol. II, Chap. 24, p. 1247. References to Illinois Supreme Court reports, volume and page.)

CONSTITUTIONALITY.—CONSTRUCTION AND VALIDITY OF STATUTES.

The legislature of Illinois has power to pass a civil service act. The civil service act is not unconstitutional in requiring competitive examinations as tests, nor is it unconstitutional as delegating judicial power to commissioners.

Provisions concerning punishment for contempt are not unconstitutional, nor do such provisions violate the right of trial by jury. The provisions concerning investigation of charges against appointees are not unconstitutional, nor is the act unconstitutional as being special legislation. That part of Sec. 35 of the act which provides that persons found guilty of a violation of the provisions of that act shall be disqualified from holding public office for five years after the conviction, is unconstitutional; but such provision, being separable, does not invalidate the act. (171 Ill. 44.)

The act does not violate Sec. 13, Art. IV of the constitution. *

* * The act does not abridge "privileges and immunities" guaranteed by the Federal constitution. (175 Ill. 585.)

"Charges heard by the trial board of Police Department designated by Civil Service Commission for that purpose" * * * Sec. 12 provides this may be done, and reasoning in 210 Ill. 84, and 171 Ill. 44, is conclusive as to constitutionality of this provision. (234 Ill. 416.)

"The rights of subordinate employes in a municipal government as to the holding of office, and the rights of municipal officers as to the power of appointing their subordinates or employes, do not come within the meaning of 'privileges and immunities of citizens of the United States,' as those words are used in the fourteenth amendment of the Federal constitution." (175 Ill. 585.)

"It is claimed by counsel for the respondent, Kipley, that the law is unconstitutional, as violating those sections of the constitution which secure the right of trial by jury. The right of trial by jury is not violated by the provisions of the civil service act which provide for the summoning of witnesses, and the requiring of such witnesses to testify, and to produce books and papers, etc., and which further provide that, in the event of their failure to obey the order of the court in this regard, they shall be punished for contempt. The issue presented by these provisions is not one for the determination of a jury. It is an issue of law exclusively, and not of fact. In matters of contempt, a jury is not required by due process of law." (171 Ill. 44.)

Section 1.—Commissioners Appointed—Oath.

Section 2.—Removal of Commissioners—Vacancy.

Section 3.—Classification.

Classification in first instance should be made without any original examination. (194 Ill. 125.)

The city comptroller, city clerk, city treasurer, city collector are city officials, and subordinate positions and places of employment under these officials come under the designation of "offices and places of employment in such city" and are to be classified under the civil service act. (By Sec. 11, four officials named are not included in classified service.) (175 Ill. 585.)

Police patrolman seeking reinstatement must show that Civil Service commission had classified the offices, and that office held by him was in classified service and not under Sec. 11. (205 Ill. 281.)

City Council cannot by ordinance designate persons who shall not be included in classified service. (171 Ill. 44.)

The act does not govern appointment of deputy clerks for Municipal Court. (227 Ill. 567.)

Officers and employes of Board of Education come within the act except as to power of discharge as provided in Sec. 12. (227 Ill. 445.)

“Grade” and “rank” with respect to promotions is not fixed solely by the amount of salary received, but also by the line of employment. (229 Ill. 56.)

“While the salary basis seems to be an essential element in any system of classification, yet a little reflection will show that any hard and fast rule based exclusively on salary, leaving out of view every other consideration, would be impracticable and defeat, in many cases, the purpose of the system.” (229 Ill. 56.)

“Commission must classify all the offices and places in the city with reference to examinations afterwards provided for, and make that classification the classified civil service of the city and prohibit appointments to any of such offices or places except under and according to the rule of the commission.” (194 Ill. 125.)

“The classification of the offices and places of employment in the city by the Civil Service Commission could not establish an office which was not in existence before.” (235 Ill. 472.)

Section 4.—Rules.

“It would, we think, in a city like Chicago, where the classified civil service embraces many hundreds of persons, greatly hamper the Commission in the administration of the city civil service act to require it in advance to specify in written rules every case which should be deemed cause for removal, and the statute should not be held to require it so to do, unless such requirement is plain.” (216 Ill. 466.)

“In 1884 the State of Massachusetts passed a civil service act, whose general provisions are substantially the same as those of the Illinois act now under consideration. The Supreme Court of Massachusetts, being requested by the House of Representatives in that state to give their opinion upon the constitutionality of certain provisions of the act, held that the legislature has the constitutional right to provide for the appointment of civil service commissioners, and to delegate to them the power to make rules, not inconsistent with existing laws, to guide and control their discretion and the discretion of the officers of the cities in whom the appointing power is vested; that the duty of determining and ascertaining the qualifications of such officers and servants cannot be performed directly by the legislature, but must be delegated to certain officers or agents; that it is not a delegation of power to enact laws, but merely a delegation of admin-

istrative powers and duties; that there was no provision of the constitution which prevented the legislature from enacting that such rules, when duly made, should be binding upon the officers and citizens to whom they apply, and that they might be enforced by suitable penalties; that the power of the legislature to make or to authorize local laws for the administration of local affairs was beyond question." (Opinion of the justices, 138 Mass. 601.) (171 Ill. 44.)

Section 5.—Publication of Rules.

Section 6.—Examinations.

"We think it clear, in view of the provisions of Sec. 9 that this provision (Sec. 6) relates only to such original examinations as may be held under the act, and not to promotional examinations, as contemplated in Sec. 9." (194 Ill. 125.)

"The civil service act merely substitutes the results of the examination required by such act for the uncontrolled will of the appointing officer in the matter of selecting those who are to perform the required duties." (175 Ill. 585.)

"The object of the civil service act is to designate another and different mode of appointing such employes, and that mode is fitness and merit, as ascertained by free and public and competitive examinations." (175 Ill. 585.)

"This section gives Civil Service Commission the control of all examinations of applicants for positions, but at the same time authorizes the Commission to designate a suitable number of persons to act as examiners." (205 Ill. 179.)

"The facts that the petitioner's name was carried upon the payrolls as a police patrolman and that the Civil Service Commission certified the payroll upon which his name appeared after the adoption of the civil service act, do not constitute evidence of the legal existence of his office as police patrolman. A police patrolman who submits himself to examination under the civil service act thereby becomes an applicant for office under the civil service act, and waives his right to rely upon the provisions of the cities and villages act of 1872, or any former act, as showing his right to hold office." (220 Ill. 485.)

"A civil service examination is not a 'test' prohibited by the constitution." (175 Ill. 585.)

"Physical examinations to ascertain the fitness of persons for discharging public duties, such as those of a police patrolman, are not generally regarded as 'searches,' within the meaning of Section 6 of

Article 2 of the constitution; but even if so regarded, it is not a violation of such section to require persons to submit to such examinations if they desire to become or to continue to be police patrolmen.

* * * A physical examination by the superintendent of police to ascertain the physical condition of an active police patrolman is not an unreasonable requirement, even though it be regarded as a search of the person within the meaning of the constitution, as no one has a constitutional right to be a police patrolman, and if he desires to be one he must submit to the reasonable regulations under which he is admitted to service. * * * The facts that a physical examination of a police patrolman may result in a charge of incapacity being preferred against him, and that if he refuses to abide by the regulation and take the examination he will subject himself to a charge of insubordination, do not render such examination unreasonable or a violation of the constitutional rights of the patrolman." (249 Ill. 311.)

Section 7.—Notice of Examinations.

Section 8.—Registers.

Section 9.—Promotions.

"The promotion scheme that enters into the civil service system is based on the idea of salary classification. No one would be much stimulated by the prospect of a promotion that did not offer an increase of salary, and the idea of a promotion from a place bearing one salary to another carrying less compensation would be a reversal of the natural incentives to efficiency and would defeat the purposes of the system. * * * While a salary basis seems to be an essential element in any system of classification, yet a little reflection will show that any hard and fast rule based exclusively on salary, leaving out of view every other consideration, would be impracticable, and defeat, in many cases, the purposes of the system." (229 Ill. 56.)

"The requirement that promotion is to be in the same line of employment rests on the rational basis that careful and studious attention to the duties of one station or place has an educational tendency to prepare one for advancement to a higher position in the same line * * * Promotion shall be made upward, toward the higher salaried place from the grade next below in the same line of employment * * * and that the same line of employment means the duties of which are so related to the duties of the higher place that a thorough knowledge of them is in a degree preparatory for the duties of the higher position." (229 Ill. 56.)

"The phrase in Sec. 9 'in all cases where it is practicable' adds but little to the meaning of the section and takes little or nothing from it. * * * Vacancies are to be filled by promotion. If this is not possible the office is to be filled in another way, and the functions

of the government go on. * * * The determination of the commissioners that it is not practicable to fill a place by promotion where it is their duty to hold such promotional examination, should not precede but come after a promotional examination." (229 Ill. 56.)

"Grade or rank with respect to promotions is not fixed solely by the amount of salary received, but also by the line of employment." (229 Ill. 56.)

"The question in promotional examination to fill vacancies whether there are employees of the next lower grade competent and willing to take the examination, is one which must be determined by the Commission under its rules, and cannot be left open to its determination upon each examination to fill vacancies." (194 Ill. 125.)

Section 10.—Appointment to Classified Service.

"The Commission, in requiring the appointing officer to determine whether the appointee is capable of filling the position to which he is appointed, does not delegate to the appointing officer the power to fix the period of probation, but merely requires him to aid the Commission by determining whether the conduct and capacity of the appointee are satisfactory, and certifying the same to them. * * * The Commission may employ agents to do certain work without delegating its authority to fix a period of probation to such agent." (205 Ill. 179.)

"The Commission has no power to appoint to any office or position, but the power to appoint is in the head of the department or office in which a position classified under the civil service act is to be filled. * * * The Commission may withdraw the certificate of one where the person holding such certificate did not have the necessary qualification for appointment." (251 Ill. 527.)

"Civil service act establishes a new system, by which all city employees are to be selected on account of their fitness and merit, as ascertained by examinations held under and in pursuance of the law." (175 Ill. 585.)

"The provisions of the civil service act were intended to supplant and be substituted for Section 22 of the City and Villages Act." * * * because Sec. 22, Art. 7 has been repealed so far as the mode of selecting appointees is concerned. (175 Ill. 585.)

"Police patrolman appointed on probation may be suspended by the head of the department pending investigation of charges against him, and the period of such suspension is not to be counted in deter-

mining whether the subsequent discharge of the officer by the head of the department was within the period of probation fixed by the rules of the Civil Service Commission." (225 Ill. 555.)

"A civil service employe who declined reinstatement after being laid off is out of the classified service, and cannot claim any advantage from his former employment in such service. Sec. 10 of civil service law providing for the discharge of an employe by the head of the department refers to 'probationers' whose appointment is not complete; while Section 12 providing for a hearing before discharge refers to those in the classified service. A probationer cannot be discharged by the head of a department until the latter has assigned his reasons in writing to the Commission and the Commission has consented to such discharge." (205 Ill. 179.)

Section 10½.—Soldiers Who Are Eligible to Have Their Names Placed at the Head of the List.

Section 11.—Officers Excepted from Classified Service.

"Heads of any principal department of the city were intended by legislature to refer to heads of the principal departments as they existed under the ordinances then in force. * * * The intention evidently was that the head or heads of any principal department should be excepted. * * * It might be that the legislature could or would create some department beside and outside of those existing at the time of the passage of the act, which should consist of several persons as heads, instead of one person. In such case such heads would come within the meaning of Section eleven. * * * If any member of any principal department of the city is an official whose appointment is made by the mayor subject to confirmation by the City Council, he is not to be included in the classified service, notwithstanding he may not be made the head of the department. * * * The two clauses 'officers whose appointment is subject to confirmation by the City Council' and 'heads of any principal department of the city' should be construed together, in order to make them consistent with each other. * * * 'Officers whose appointment is subject to confirmation' refers to officers whose appointment was subject to such confirmation at the time the civil service act went into effect. * * * (171 Ill. 44.)

"Any provision either of the city and villages act, or of any ordinance of the city, which provided for a different mode of appointment than that specified in the civil service act, was repealed by the civil service act except so far as it might come within the exceptions named in Section 11." (171 Ill. 44.) (175-585.)

"It seems clear to us that the Board of Education of the city of Chicago is still connected with, dependent upon, and to some extent

a part of the municipal government of that city, and as such, that its offices and places of employment fall within the operation of the civil service act. This view is strengthened not only by the general language employed in the last-named act, but also by the wording of Section II, which mentions among the officers excepted from the classified service, 'members of any board of education, the superintendent and teachers of schools.' The exclusion of a part indicates an intention to include the rest." (176 Ill. 620.)

"'Civil Service' applies to all city officers of a lower grade than that of the heads of the principal departments of the city government unless exempted by Section 11, but the City Council does not have power to exempt such an office of such inferior grade, by ordinance, from operation of civil service act." (171 Ill. 44.)

"After passage of the civil service act, the City Council by vote of two-thirds passed an ordinance creating a principal department of the city government of the city of Chicago, for the inspection and abatement of smoke and providing for the appointment of a chief smoke inspector as the head of said department; that in pursuance of the provisions contained in said ordinance, the mayor, by and with the concurrence of the City Council, appointed a chief smoke inspector. The office of chief smoke inspector, having been created by the City Council and being a head of one of the principal departments of the city government, is not included in classified service, but comes under Section 11." (236 Ill. 608.)

"Under the municipal court act (passed after civil service act) deputy clerks of court are to be appointed by the clerk of the Municipal Court and are not under civil service." (227 Ill. 567.)

Section 12.—Removals.

"This section refers to cases where an officer or employe is removed for some reason personal to himself. His right to be heard in his defense upon written charges, as specified in this section, implies that the cause of his removal is some dereliction, or neglect of duty, or incapacity to perform duty, or some delinquency, which affects his fitness for the position occupied by him. The provision in question does not apply in a case where the incumbent is dismissed for want of funds, or in order to reduce expenses." (214 Ill. 494.)

"We do not agree with the contention that no cause is sufficient for the removal of an officer in the classified civil service unless the offense is committed while the officer is acting strictly within the line of his duty as an officer." (216 Ill. 466.)

"This proceeding is not a common law or criminal proceeding but an investigation. While the plaintiff in error had the right to have the charges preferred against him reduced to writing and in such form that he could clearly understand the grounds assigned for his removal, it was not necessary that the charge should be formulated in technical language similar to that of a declaration or indictment." (216 Ill. 466.)

"It would, we think, in a city like Chicago, where the classified civil service embraces many hundreds of persons, greatly hamper the commission in the administration of the city civil service act to require it, in advance, to specify in written rules every case which should be deemed cause for removal, and the statute should not be held to require it so to do unless such requirement is plain." (216 Ill. 466.) "This section applies to persons in the service but does not apply to 'probationers.'" (205 Ill. 179.)

"Where record fails to disclose that appointee on trial had been notified or waived notice of the time and place of his hearing upon the charges preferred against him, we think the police Trial Board was without power to hear charges made against him or the Civil Service Commission to approve the same and order him discharged." (221 Ill. 379.)

Civil service act, Section 12, Chap. 24, and Section 8, Chap. 122, Public School Teachers' Pension Fund (Hurd's Stat. 1903) are in conflict as to sections above, but, giving effect to the Pension Act as the latest expression of the legislature, the Board of Education has power to investigate and determine charges against employes and to remove and discharge them. As the two acts are only in conflict as to the two sections, it is the duty of the courts to construe them so as to give effect to both as far as that may be done. (227 Ill. 445.)

"It is earnestly contended that although by the language of the act the prohibition against removal without charges and a hearing was limited to those appointed after examination in accordance with the rules adopted by the Civil Service Commission, the court ought to extend the act to embrace others not so appointed, on account of the purpose of the law to establish a merit system. Assuming that the purpose of the act was, as stated by counsel, to bring to an end the use of public office as the spoils of political supremacy, it does not follow that the legislature intended to give protection to those officers appointed under the previous system. The legislature may have seen fit to leave those appointed under the superseded system subject to removal by the appointing power, and at any rate the act gave them no protection against removal in that way. The courts are not auth-

orized to change or add to the provisions of the statute." (242 Ill. 561.)

"Only an officer or employe in the classified service who has been appointed under the rules after examination can claim the protection of Section 12 of civil service act prohibiting removal from office except for cause upon written charges and after an opportunity to be heard." (220 Ill. 485.)

"Absence from duty for three days without permission may be cause for removal of an employe by the Civil Service Commission after a trial upon written charges, even though there is a rule of the Commission providing that an employe in the classified service who absents himself from duty without permission for a period of ten days shall be considered discharged." (222 Ill. 63.)

Section 12 of civil service act, providing that charges against officers in the classified service shall be investigated by the Civil Service Commission "or before some officer or board appointed by said Commission," does not vest judicial power in the Commission, nor amount to a delegation of judicial power by the Commission to the officer or board appointed.

In considering the question whether the finding of the trial board which has investigated charges against an officer shall be approved or disapproved, the Civil Service Commission is not required to review, in any specific manner, the evidence heard by the trial board, nor to call witnesses, notify the offender or give him an opportunity to be heard before approving or disapproving such findings.

Whether the charges against an officer were sufficiently proved is not a question which is subject to review by the courts, where the officer was accorded a trial in the manner provided by law, and the finding of the trial board, upon the evidence tending to show his guilt, has been approved by the Civil Service Commission. (234 Ill. 416.)

Section 13.—Reports to Commission.

Section 14.—Investigations.

(See citations under Sections 12 and 33.)

Section 15.—Report by Commission.

Section 16.—Chief Examiner.

Section 17.—Officers to Aid—Rooms.

Section 18.—Salaries and Expenses.

A municipal officer regularly chosen under the civil service act, who is illegally dismissed from his office and prevented from performing his duties by the Chief of Police, who acted under proceedings of the City Council at its request, failing to make an appropriation for the salary of the office, may, upon reinstatement by man-

damus, receive back salary from the city where it has not been paid to any one performing the duties of the office. The legal right to an office carries with it the right to the salary or emoluments of the office. (191 Ill. 516.)

Section 19.—Appropriations.

Section 20.—Frauds Prohibited.

Section 21.—No Officer to Solicit or Receive Political Contributions.

“In *ex parte Curtis*, the sixth section of an act of congress of August 15, 1876, prohibiting, under penalties therein mentioned, certain officers of the United States from requesting, giving to or receiving from any other officer money or property or other things of value for political purposes, was held not to be unconstitutional; and in that case Mr. Chief Justice Waite said: ‘The evident purpose of Congress in all the class of enactments has been to promote efficiency and integrity in the discharge of official duties, and to maintain proper discipline in the public service.’ Clearly such a purpose is within the just scope of legislative power.” (106 U. S. 371.)

Section 22.—No Person to Solicit Political Contributions from Officers or Employes.

(See citation under Section 21.)

Section 23.—Assessments and Contributions in Public Offices Forbidden.

Section 24.—Payments of Political Assessments to Public Officers Prohibited.

Section 25.—Abuse of Official Influence Prohibited.

Section 26.—Payment for Places Prohibited.

Section 27.—Recommendation in Consideration of Political Services Prohibited.

Section 28.—Abuse of Political Influence Prohibited.

Section 29.—Auditing Officer.

Section 30.—Appointments and Removals to Be Certified to the Comptroller.

Section 31.—Comptroller to Pay Salaries Only After Certification.

Section 32.—Paymasters, etc., to Pay Salaries Only After Certification.

Section 33.—Compelling Testimony of Witnesses—Production of Books and Papers.

“We regard the question of the constitutionality of the act so far as its constitutionality is attacked upon the ground that there is a supposed delegation of judicial functions to the Civil Service Commissioners, as settled by the case of *Interstate Commerce Commission v. Brimson*, 154 U. S. 447. The twelfth section of the interstate com-

merce act passed by Congress provided that the Interstate Commerce Commission should have power to require by subpoena the attendance and testimony of witnesses and the production of books, etc., relating to any matter under investigation; that, in case of disobedience to a subpoena, the Commission might invoke the aid of any circuit court of the United States in requiring the attendance and testimony of witnesses, and the production of books and papers and documents under the provisions of said section; that any of the circuit courts of the United States within the jurisdiction of which such inquiry was carried on might, in case of refusal to obey a subpoena issued to any common carrier subject to the provisions of the act, or other persons, issue an order requiring such common carrier or other persons to appear before said Commission and produce books and papers, if so ordered, and give evidence touching the matter in question; and that any failure to obey such order of the court might be punished by such court as a contempt thereof. In the *Brimson* case, *supra*, it was held that the provisions of said twelfth section, as above set forth, were not in conflict with the Constitution of the United States; that the party subpoenaed to testify or to produce books and papers was bound to obey the subpoena, if the testimony sought and the books and papers called for related to a matter under investigation which the Commission was legally entitled to investigate. The Constitution of the United States provided that 'the judicial power shall extend to all cases in law and equity arising under the Constitution, the laws of the United States and treaties made, or which shall be made under their authority, * * * to controversies to which the United States shall be a party,' etc. In that case, the Supreme Court of the United States held that the issue, made before the Circuit Court upon the application of the Commission for an order to compel the giving of testimony or the production of books and papers, was a 'case' or controversy within the meaning of the Federal Constitution, which authorized the circuit court to act; and that the judgment of the circuit court rendered in pursuance of such application was none the less judicial in its character because the effect of it was to aid an administrative body in the performing of the duties legally imposed upon it by Congress, in execution of a power granted by the Constitution. As we understand the *Brimson* case, it also holds that where an act of Congress made the refusal of a witness, duly summoned to appear and testify before the Commission in respect to a matter rightfully committed to that body for examination, an offense against the United States punishable by fine or imprisonment or both, a criminal prosecution, or a proceeding by information, could be instituted against the party who had committed such offense.

"The constitution of Illinois (Article 6, Section 12) provides that 'the circuit courts shall have original jurisdiction of all cases in law and equity,' etc. In the civil service act, the Commission is author-

ized to subpoena witnesses to testify and to produce books and papers in the investigation of a matter which is clearly within their power to investigate for the reasons already stated. This being so, upon the refusal of the witness to obey the subpoena, the application of the Commission to the Circuit Court for an order requiring such persons so to appear before the Commission and give evidence or produce books and papers, would constitute such a case as would authorize the circuit court to act. The judicial function is performed by the court, and not by the Commission. The Commission is not authorized to punish the party for contempt, but the circuit court, upon application of the Commission, makes the order to produce the papers, and upon failure to obey the order, inflicts the punishment as for a contempt. There is here no delegation of the judicial functions to the Commission, but simply a provision for the exercise of judicial functions by the circuit court." (171 Ill. 67.)

(See cases cited under Sections 12-14.)

Section 34.—Penalties.

Section 35.—Penalties—Disqualification from Holding Office.

"We are inclined to agree with counsel that the portion of this section which makes the person therein referred to incapable of holding any office or place of public employment for a period of five years from the date of his conviction is unconstitutional." (171 Ill. 44.)

Section 36.—What Officers to Prosecute.

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